

University Policy 5303: International Travel

Category: Facilities, Operations, IT

Sub Category: General Operations

Covered Individuals: All USU Employees, Volunteers, and Students

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Risk Management

Last Revised: 2025/11/07

Previous USU Policy Number: 536

5303.1 PURPOSE AND SCOPE

To guide and support responsible university-related and university-funded international travel of students, faculty, and staff and to facilitate their health, safety, and security during travel. This policy applies to university-approved international travel of faculty and staff when engaged in travel related to their employment roles and responsibilities, and of students when they are registered for academic credit or engaged in academic experiences related to the travel. This policy does not apply to personal travel.

5303.2 POLICY

2.1 Minimum Departure Requirements

2.1.1 International Travel Approval

Individuals who plan to participate in international [University-Related Travel \(URT\)](#) must submit a Travel Authorization. The travel will be reviewed before approval. The level of review required for approval will depend on several factors including the travel destination, program type, and medical, security, or research risks.

2.1.2 Pre-Departure Orientation

Individuals who plan to participate in international URT must complete a mandatory pre-departure orientation approved by the ITOC.

2.1.3 University Travel Registry

Individuals who plan to participate in international URT are required to register with the university travel registry.

2.1.4 USU International Travel Assistance and Insurance

Participants who travel on international URT are required to participate in the USU International Travel Assistance and Insurance Program or an equivalent program approved by the ITOC. Family members and companions accompanying an individual participating in international URT are strongly encouraged to enroll in the International Travel Assistance and Insurance Program. While family travel is not

sponsored or sanctioned by the University, some study abroad and global learning programs may require accompanying family members to enroll in the USU International Travel Assistance and Insurance Program.

2.2 Requirements While Abroad

2.2.1

Individuals who participate in international URT are advised to become familiar with the local laws and culture of the travel destination. During international URT, all travelers are expected to comply with University policies, observe local laws, and avoid unnecessary risk to themselves and others.

2.2.2

If a traveler on international URT chooses to engage in high-risk activities and a detrimental incident occurs (e.g., accident, injury, arrest), all costs associated with emergency care, legal assistance, etc., may be charged to the traveler.

2.3 Post-Travel Recommendations

2.3.1

Upon return, all travelers who participated in international URT should finalize all travel related documents and submit them as appropriate.

2.3.2

All individuals who participated in international URT are encouraged to watch for symptoms and discuss travel-related health concerns with a physician.

2.4 University Travel Risk Levels and Restrictions

2.4.1

The ITOC will conduct ongoing reviews and designate international locations with a University Travel Risk Level. Travel Risk Levels will be reevaluated as situations in various travel destinations change.

2.4.2 University Travel Risk Levels:

1. Low – Countries and areas that are generally secure and maintain adequate security, emergency services, and sound infrastructure as well as international standard medical care.
 - All students, faculty, and staff may be approved to travel to destinations with a Low Travel Risk Level.
2. Medium – Countries and areas that experience periodic political unrest, violent protests or insurgencies and/or have limited access to international standard medical care.
 - Individuals planning international URT to destinations with a Medium Travel Risk Level may be required to submit travel safety and risk mitigation plans for review and approval by USU Risk Management and the ITOC.
3. High – Countries and areas that experience regular periods of political instability, government corruption, and failed or failing institutions and where access to international standard medical care is limited or unavailable.
 - Students are not permitted to travel to destinations with a High Travel Risk Level.
 - Faculty and staff are required to submit travel safety and risk mitigation plans for review and approval by USU Risk Management and the ITOC.
4. Restricted – Countries where the University has no insurance coverage and/or areas that the University has deemed unsuitable for travel.

- Students are not permitted to travel to destinations with a Restricted Travel Risk Level.
- Faculty and staff requesting travel to destinations with a Restricted Travel Risk Level must contact USU Risk Management.

2.4.3

The University may alert travelers and impose additional requirements for international URT to destinations where health, safety, and/or security risks are significant and require added caution and risk mitigation strategies. For example, travel to destinations that experience serious outbreaks of infectious disease, war, and/or violent civil unrest may be temporarily prohibited.

2.4.4

Faculty and staff who are planning international URT to destinations that require travel safety and risk mitigation plans should avoid making non-refundable travel arrangements (e.g. airfare, lodging, registrations) until their plans are approved.

5303.3 RESPONSIBILITIES

3.1 Travelers (Faculty, Staff, Students, Family/Companions)

Travelers must obtain appropriate approval for international URT from the department head or supervisor prior to travel and enter their travel information in the University Travel Registry. Travelers carrying items subject to Export Control must obtain assistance from the Division of Research Integrity and Compliance prior to travel. To the extent possible, individuals who participate in international URT should check news and traveler alerts to be aware of any potential safety concerns. Travelers should update travel information in the University Travel Registry if changes in itineraries occur during travel. If an emergency occurs, travelers should immediately contact the USU International Travel Assistance provider.

3.2 Department Heads

Department heads must approve international URT prior to commencement of a trip. When sponsoring International URT, department heads must inform travelers of this policy and ensure compliance by individuals where appropriate.

3.3 Deans/Vice Presidents

Deans and/or vice presidents must approve international URT prior to commencement of a trip and facilitate compliance with this policy.

3.4 Office of Global Engagement

The Office of Global Engagement administers the University Travel Registry and oversees student international URT, including faculty-led and group travel for which students receive academic credit.

3.5 Division of Research Integrity and Compliance

The Division of Research Integrity and Compliance in the Office of Research oversees Export Controls, which includes international travel.

3.6 USU Risk Management

Administers the USU International Travel Assistance and Insurance Program, reviews risk assessments, travel safety and risk mitigation plans, and provides travel risk recommendations to department heads, deans, and vice presidents.

3.7 International Travel Oversight Committee (ITOC)

The ITOC establishes risk levels for international URT destinations and makes related recommendations to the president or the president's designee. This committee also conducts periodic policy reviews and recommends assistance/insurance providers and fees charged to travelers including, but not limited to, fees charged for international travel assistance and insurance.

3.8 President

The president reserves the right to prohibit or suspend international URT to any destination at any time if it is determined that: 1) health, safety, or security concerns pose unacceptable risks; 2) travelers have violated laws, regulations, or university policies (including student codes of conduct); or 3) other good cause exists. If the State Department issues a travel warning for a given country, the University may require international travelers to depart that country. The University cannot guarantee full cost and academic credit recovery to students in the event of a government or university-mandated withdrawal or evacuation.

5303.4 REFERENCES

- None

5303.5 RELATED USU POLICIES

- [USU Policy 1222: Travel](#)
- [USU Policy 4107: Research Data](#)
- [USU Student Code Article V University Regulations Regarding Student Conduct](#)

5306.6 DEFINITIONS

University-Related Travel (URT)

- **University-Related Travel** Refers to travel that is: 1) funded by the University; 2) planned or approved by a University employee; or 3) where an employee coordinates the application and selection of participants or travel opportunities.
- **URT** is defined in terms of three traveler roles:
 1. **Faculty/Staff URT**
Refers to faculty and staff who travel on an approved itinerary for activities related to their university role and responsibilities.
 2. **Family/Companion URT**
Refers to family and companions only when their travel is determined to be essential or beneficial to the University for a bona fide business purpose (See USU Policy 5302: Travel).
 3. **Students URT**
Refers to students who travel in a participant role who meet one or more of the following criteria:
 - a. Receives Utah State University credit for the experience;
 - b. Travels as part of a program that is managed, organized, or funded by the University;
 - c. Participates in a travel experience that is a degree requirement or elective (including but not limited to degree milestones, thesis, or dissertation field research, practicum, internships, and clinical training);
 - d. Travels as part of a program organized by a student organization (see USU Student Code, Article IV Student Organizations and Functions) or a program that is formally sanctioned by a University department.

- e. Receives University funds for their travel; or
 - f. Engages in a group travel abroad experience.
- **Group URT.** Refers to a cohort of participants with similar travel dates, itineraries, and identical or related accommodations for whom an organizer or leader assumes some responsibility. There is significant interdependence among participants within the cohort. Group travel abroad may be for study, research, joint project work, athletic competitions, musical performances, or similar university activities.
 - **International URT.** Refers to travel outside of the fifty states of the United States of America, the District of Columbia, and U.S. territories (including American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands, and United States Minor Outlying Islands).

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Guidance

- [Export Control](#)

Related Forms and Tools

- [University Travel Registry](#)

Contacts

- [USU Risk Management](#)

POLICY HISTORY

Original issue date: 2019/08/28

Last revision date: 2025/11/07

Next scheduled review date: 2026/06/01

Previous revision dates: 2019/08/28