

DOMINICAN UNIVERSITY

INTERNATIONAL TRAVEL AND STUDY ABROAD POLICY

I. SCOPE

Dominican University (the university) has long encouraged and supported international travel by its faculty, students, and staff for study abroad programs as well as other university related activities and is keenly aware that such travel may pose significant safety risks.

The International Travel and Study Abroad Policy (International Travel Policy) applies to all university sponsored and/or university-related international travel, including but not limited to study abroad programs, exchange programs, student group travel (of any duration and whether offered for credit or not), international travel for research, educational, field placements, co-curricular, or administrative purposes (with or without a student or students). This policy applies regardless of whether the international travel is undertaken by faculty, staff, or students/student organizations and contains detailed instructions for Travelers, Program Directors, and Approvers.

For the purposes of this policy, international travel is university-related when:

- the travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person's areas of responsibility, activities (including co-curricular and extracurricular ones), course of research, teaching, or study at Dominican, or
- is undertaken with or organized by any Dominican organization, division, department, or office, even if not for an academic or professional purpose.

II. POLICY STATEMENT

While the university supports international travel by faculty, students, and staff, it also recognizes the risks associated with international travel. Therefore, travel must be documented and authorized and have adequate insurance coverage. To assist university travelers, the university has developed this International Travel Policy.

- A. All international travel sponsored or supported by the university must be authorized in advance of travel. The Provost, Vice Presidents, Deans, or Executive Directors (Approvers) grant travel authorization for university programs and activities within their respective areas/divisions.
- B. The university reserves the right to restrict, deny, or postpone any university sponsored or supported international travel program or activity, if in the determination of the approvers, the risk of travel is substantial.
- C. Any student, faculty or staff member who undertake university sponsored or university-related international travel must obtain additional insurance with Cultural Insurance Services International-CISI.
- D. To ensure that international travel is properly authorized, managed, tracked, and reported, **all travelers, program directors, and approvers** must follow the procedures including completing the required forms contained in Section F of this policy; the appendix section.

III. EFFECTIVE

This policy is effective January 1, 2015. Most recent edits June 2018.

IV. POLICY APPROVAL

This policy was reviewed and approved by the Senior Vice President for Finance and Administration, in conjunction with the Provost and deans of various schools.

V. APPENDIX

This section of the policy describes various procedures and requirements that must be followed before and during international travel along with various forms that need to be completed prior to the departure.

VI. DISTRIBUTION

This policy should be made available to every person traveling abroad for any DU-sponsored program or activity. The University reserves the right to change this policy and procedures in light of changing circumstances affecting travel, safety, health, or other matters related to the best interest of the University.

APPENDICES

Appendix A - Requirements of academic credentials and approvals

*Note: this policy is developed with the understanding that the area initiating the program and travel would have obtained the “**initial program approval**” along with the budget approval from their perspective Deans or Dean designate.*

Participant Documentation and Requirements:

Undergraduate programs: Program directors (faculty or staff) and study abroad are responsible for maintaining participant files on Terra Dotta for every participant in their international travel program. It is the program director's responsibility to ensure each participant has completed all the required forms, disclosures, waivers. The program director must share the exact itinerary with study abroad, and study abroad is responsible for ensuring the itinerary is entered into Terra Dotta for each program participant. Additionally, program directors must work with study abroad to complete the **Dominican University Checklist for International Travel** listed at the end of this policy (Appendix I). Study abroad will purchase CISI insurance for all participants and register the group with the US State Department in STEP on state.gov. The program directors are responsible for downloading and compiling passport photos, medical forms, and copies of insurance cards. After all of these tasks are complete, the Coordinator for Study Abroad and the program director sign off on the checklist and the signed checklist should be forwarded to the Director of Risk Management.

Graduate programs: Graduate level study abroad programs and field placements are handled through the graduate schools and are not yet available in Terra Dotta. Currently, each school has their own protocols but are required to enroll all participants for CISI insurance and to register them with the US State Department.

Authorization: All international travel sponsored or supported by the university must be authorized in advance by the Provost, Vice Presidents, or Deans for university programs and activities within their respective areas. This approval must be documented on the budget form. See example listed at the end of this policy. The Program Director must show documentation that the destination is not in a high risk area by showing that the area is not on a Level 3 or Level 4 warning from the US State Department. If it is deemed Level 3 or Level 4, see below, **Travel to High Risk Destinations**.

Academic Credentials:

Undergraduate programs: The mandatory *information session* explains the necessary credentials for the students interested in participating. Student GPA and pertinent information is automatically imported from Jenzabar into their Terra Dotta application. The Program Director and study abroad then review and accept the applicant, or deny acceptance. Each denied applicant has the right to write a letter of appeal, which will be taken to the Study Abroad committee for further review. The Study Abroad Committee's decision is final.

Graduate programs: Graduate level study abroad programs and field placements are handled through the graduate schools and are not yet available in Terra Dotta.

Reporting:

Undergraduate programs: Once the itinerary is finalized/prior to travel, study abroad sends an email with the itinerary and an emergency contact number for the program director to the study abroad triage team: Risk Management, the Associate Provost, the Dean of Students, and Wellness Center. Study abroad is responsible for maintaining personal contact information for the triage group, and sharing this with the program directors. Participants' emergency contacts also receive an email from studyabroad.dom.edu with the itinerary, and updates are sent throughout the trip to the emergency contacts and the triage group.

Graduate programs: Graduate level study abroad programs and field placements are handled through the graduate schools.

Travel to High Risk Destinations: Where travel involves a High Risk destination, ***the Provost is the Approver for academic programs and faculty travel and Vice President for Finance is the Approver for staff travel.*** High Risk destinations are listed as Level 3 or Level 4 by the US Department of State warning list or if can be deemed High Risk due to other circumstances such as health concerns. The Approver must consider whether the particular project or activity can be undertaken at a later date when conditions may have improved in the country and/or whether the activity can be carried out in another country. The Approver must disallow travel in cases where educational or professional benefit is judged not to outweigh safety concerns. The Approver has the authority to allow travel to high risk destinations in cases where the educational or professional benefit of the travel is, in his or her determination, sufficient to outweigh indications of risk.

Travelers to high risk destinations must complete the "Waiver for Travel to Countries on the State Dept. Level 3 or 4 Warning List or Considered High Risk" form signed by the Approver. This form will be housed on participant's applications on Terra Dotta for undergraduate study abroad.

[Waiver for Travel to Countries on the State Department Warning List or Considered to be High Risk](#)

Appendix B: Travel Insurance Requirement

Any student, faculty or staff member who undertake university sponsored or university-related international travel must obtain insurance with CISI, Cultural Insurance Services International. The coverage provides additional protection and resources that are valuable in handling the unknown and unexpected that can occur when traveling abroad individually or with students. CISI Insurance provides health, medical evacuation, security evacuations, along with other services and must be purchased by all students/faculty/staff engaged in travel that is covered by this International Travel Policy.

The cost of international travel insurance will be covered by the University for all faculty and staff on University business. The cost for students travelling on Study Abroad programs will be charged to the students as part of their fees.

To obtain the CISI insurance, initially the program director and/or the Study Abroad Office need to send the following information to CISI to initiate the insurance process:

- Name, gender, birthdate, e-mail, cell phone # while abroad (if possible)
- Destination country/city
- Dates of travel

Participants will then receive a Welcome Packet via e-mail which will include their insurance card. Participants can also visit www.culturalinsurance.com and register for access. It is strongly recommended that all participants log on as the portal provides an abundance of helpful information such as links to the US State Department and provider information abroad. It also gives participants access to their insurance card and claim forms while abroad.

Program Directors need to place a copy of participant's insurance information (email or ID cards if any) in the traveler's file and bring a copy of each while abroad.

For general assistance with CISI, please contact the Director of Risk Management in the Business Office. The Study Abroad Office handles CISI for RCAS Study Abroad and the Graduate Programs handle their participants.

Appendix C. Preparedness and Review of Travel and Safety Information

Forms: All travelers must complete all the required forms listed in **Appendix F** as applicable.

Orientation: Prior to traveling with a DU student or students to an international destination, all travelers must attend an information session organized by the leading faculty or staff to cover safety, health, legal, and financial responsibilities, policies, and procedures. For undergraduate programs, the DU International Travel Checklist should be completed by the UG Study Abroad Office and signed off as part of the review and approval process by program directors as well as the Director of Risk Management (as the last review).

In addition, prior to departure, all international travelers are strongly encouraged to review CISI Security information, security warnings, alerts, and other pertinent information provided by the U.S. State Department.

Registration with Consular Officials: Program directors must register the group with U.S. consular officials in the destination country. Program directors should go to <https://step.state.gov/step/> to register. Please inform students they will be registered with the consulate. It is strongly encouraged that faculty and staff traveling on university business also register themselves with the consulate.

Countries on the State Department Travel Warning Lists:

In general, Dominican University will not sponsor, organize, facilitate or encourage programs for students to countries for which the U.S. State Department has issued a Level 3 or Level 4 travel warning. Students, faculty and staff travelling individually should be aware of the risks involved in travelling to a “travel warning” country as well as other parts of the world in which political/social instability can increase risks for international travelers. For a full list of travel restrictions and warning countries please go to www.travel.state.gov and click on “Travel Warning” as well on the CISI’s site.

Program directors or faculty on university business must get a special approval from the Provost before traveling to countries that are under the State Department Travel Level 3 or Level 4 warning list as stated above or for any reasons deemed dangerous by the university. Staff travelling on university business must have approval of the Vice President for Finance. In addition, all travelers to Level 3 or Level 4 countries must complete a waiver certifying that the travelers will not hold the university liable as they understand the risk of travelling to countries on the warning list.

Travel and Related Expenses (Faculty and staff only):

International travelers who will incur expenses to be paid or reimbursed by the university must follow the Travel, Entertainment and Business Expense Reimbursement Policy, and are responsible for familiarizing themselves with this policy in advance of incurring expenses.

Appendix D: Contact and other Key Information

Contact Information: All travelers must complete an Emergency Contact Information form in its entirety. In addition, for the duration of travel, program directors (faculty and staff) must carry with them at all times the following information:

- Telephone and other contact information for their **CISI travel insurance and assistance**
- Emergency contact information for all travelers;
- Telephone and email contacts for appropriate DU offices (Director of Study Abroad, dean, wellness center contact and/or Business Office as appropriate); and
- Program directors should encourage all international travelers to carry the above contact and emergency information for the duration of travel.

International Cell Phone: Program directors also must provide the Travel Approver(s) or designate with clear instructions for contacting the local sponsoring organization or institution, or alternatively a third party in the country who will be able to confirm the group's presence and circumstances. In addition, where possible, program directors are required to have a cell phone that will operate in the destination country; this contact number and another contact number must be left with appropriate parties at ***DU either before the trip or upon reaching the destination when applicable*** (e.g., Travel Approver, Dean, and Business Office).

Appendix E: Family Members/Spouses/Children

Dominican University will allow a spouse, partner and/or children to accompany a faculty member, with the permission of their Dean. This is especially important if a minor child is traveling with the faculty/staff member; children under the age of 6 are strongly discouraged for university related travel. If a child or children attend student programs, the faculty member must make arrangements for care of the children so as not to distract from the academic mission of the trip (i.e. a responsible adult must accompany, so the faculty member isn't busy with the child and neglecting the students). Since these programs are academic endeavors, any adult accompanying and participating in any or all of the course activities must pay the program or auditor fee.

Adults accompanying faculty must complete the waiver, “Waiver for Non-DU Persons Accompanying Faculty on Study Abroad Programs” holding DU non-liaible. In the case of minor children accompanying their parents, the parent must sign a waiver, “Waiver for Faculty Traveling with Minor Children on Study Abroad Programs” and their Dean must sign to grant permission.

[Waiver for Non-DU Persons Accompanying Faculty or Staff on Study Abroad Programs.pdf](#)

[Waiver for Faculty or Staff Traveling With Minor Children on Study Abroad Programs.pdf](#)

The university will not pay any travel, housing, and insurance expense for a spouse, partner and/or children accompanying a faculty or staff member. Any required payments must be made in advance or other arrangements should be made prior to the travel. In addition, travel expense reimbursement must only be for the faculty or staff traveling on university related business unless other arrangements have been made.

Appendix F: Required Forms for Academic Programs and University Travel

Undergraduate Programs:

Study Abroad/International Service: All forms are housed on Terra Dotta Applications

Application form

Recommendation form

Medical form

Medical Authorization/Emergency Contact form

Disciplinary and Behavioral Clearance form

Acceptance Agreement

Participant's Agreement

Study Abroad Student Conduct form

Dominican University Policies Governing Its Students Abroad

Graduate Programs:

{Required forms for Graduate Programs yet to be finalized; will be implemented through Terra Dotta.}

Brennan School of Business

College of Applied Social Sciences

All Programs/Travel:

[Waiver for Travel to Countries on the State Department Warning List or Considered High Risk](#)

[Waiver for Non-DU Persons Accompanying Faculty on Study Abroad Programs](#)

[Waiver for Faculty Traveling With Minor Children on Study Abroad Programs](#)

Appendix G: Side Trips and Trip Extensions

Any Dominican employee or student taking side trips during the duration of a study abroad program must make the program director aware of said side trips. All participants with Terra Dotta applications must register their side-trip itineraries on Terra Dotta. Dominican is not responsible for any extension of travel, before or after the program. For those employees taking trips during the duration of their business function, Dominican University is not responsible or liable for activities unrelated to the university. This also applies to the extended travel before or after the business function.

Appendix H: Faculty and Staff International Travel on University Business-Required

All faculty and staff participating in any university-related international travel (without students) must complete the [Travel Registry Form](#) before traveling. The enrollment is simple-the information you will need to know is:

- Your itinerary
- Your emergency contact information
- Whether you need waivers
 - If the country of travel is on the State Department Level 3 or Level 4 warning list, permission is needed to travel by the Provost (for faculty) or the VP for Finance (for staff) and signed waiver.
 - If travelling with non-DU persons such as spouses or minor children, a waiver is required

Go to the Business Office webpage at [https://jicsweb1.dom.edu/ics/Resources/Offices -
Departments/Business Office/](https://jicsweb1.dom.edu/ics/Resources/Offices_-_Departments/Business_Office/) and click on [Travel Registry Form](#) in the Quick links section on the right hand side or simply click on the link above.

- Login with your Dominican user name (email) and password
- Enter your contact information
- Review DU's International Travel Policy and check "I agree"
- Enter your itinerary (can log in more than one destination by dates and multiple trips)
- Enter your emergency contact information
- If needed, complete any necessary approvals or waivers
- Click on "Submit" button at the bottom of the page
- Finished!

Appendix I: International Travel Checklist (may vary with trip purpose)

Waiver links are located at the bottom of the checklists and are also in the policy.

For student study abroad programs:

- 1) Program and budget approvals completed: _____
>If country is currently under the State Department Level 3 or Level 4 Warning list or could be considered high risk, the budget approval form must be signed by the Provost to allow travel: _____
Please note-at any time before departure, the Provost can revoke prior permission if the destination country is deemed unsafe.
- 2) Information Session held: _____
- 3) Orientation held: _____
- 4) Register with US Consulate: _____
- 5) CISI Insurance: _____
- 6) Copy of passport of trip participants: _____
- 7) Copy of Visa of trip participants, if needed: _____
- 8) Emergency Contact Information (of group and DU faculty/staff): _____
- 9) Is the travel destination on the State Department Level 3 or Level 4 Warning list or considered high risk? If yes, waiver completed by all participants: _____
- 10) Are non-DU persons accompanying faculty or staff on a Study Abroad Program? _____ If yes, waiver completed by person accompanying: _____
- 11) Are faculty/staff traveling with minor children on a Study Abroad Program? _____ If yes, waiver completed by faculty/staff member: _____
- 12) Participant files complete: _____

Program Name: _____

Travel Dates and Duration: _____

Program Director: (*final review*) Name _____ Initial and date _____

For Study Abroad Programs:

Study Abroad Coordinator: Name _____ Initial and date _____

>Send checklist to Director of Risk Management

Director of Risk Management received checklist: Initial and date _____

For Graduate Schools Programs:

Dean: Name _____ Initial and date _____

>Send checklist to Director of Risk Management

Director of Risk Management received checklist: Initial and date _____

Waivers:

[Waiver for Travel to Countries on the State Dept Warning List or Considered High Risk](#)

[Waiver for Non-DU Persons Accompanying Faculty or Staff on Study Abroad Programs](#)

[Waiver for Faculty or Staff Traveling with Minor Children on Study Abroad Programs](#)

For Faculty/Staff international travel *without* students:

- 1) Purpose of the trip: _____ (i.e. conference, teaching, research, volunteering)
- 2) Travel and expenses approved? _____
 - If the country is currently under the State Department Warning list or could be considered high risk, travel must be approved by:
 - Faculty>Provost signs here: _____
 - Date _____
 - Staff>VP for Finance signs here: _____
 - Date _____
 - Waiver completed: _____ [*Faculty/Staff-please forward signed waiver to Director of Risk Management in the Business office.*]
- 3) Passport or Visa or other papers up to date? _____
- 4) CISI Travel Insurance purchased? _____
- 5) Does your department have your itinerary & emergency contact information? _____
- 6) Completed the [Travel Registry Form](#) before traveling?

The following business and accounting procedures will be followed to ensure travel budgets and expenses are properly captured, managed and reported:

- Deans and Faculties prepare budgets based on program needs. All budgets need to be approved by the Dean who oversees the area.
- Approved budgets get sent to the Business Office-Compliance Manager
- Business Office sets up related general ledger accounts for:
 - Deposit account for student receipts
 - Deferred Expense account for Advance payments for expenses
 - Revenue account for recording of Program fees and housing
 - Expense account for Program charges/expenses
- Student Accounts receives deposit fees directly from the student and apply to student's account and prepare Journal Entry for posting the deposit fees. All JEs are posted by the Business Office into the general ledger. On an as needed basis, invoices can be paid out from Deferred Expense account or can be directly paid through expense account.
- Prior to the travel, business office is to verify that all student **payments** have been made unless other payments arrangements have been made between the participants and the student accounts office. Any financial aid in relation to participating must be in order.
- Once the foreign study has been completed, the faculty provides a supervisor/approver approved expense reconciliation (actual expense to approved budget) and along with receipts to the Business Office. Actual expenses should be in line with approved budgets. The Compliance Manager then prepares the following entries to close the program out:
 - Transfer the balance that is in Deposit Fees account (example: 01.0210.0706) to Program Revenue (example: 03.0715.0710)
 - Debit balance in the Advance account (example: 01.0040.0710) to Program Expense (example: 04.1776.4010)
 - Provide Journal Entries to the Controller for review and approval
 - Maintain supporting documents such as reconciliation, receipts for expenses (before and during the trip) in the International Study folder (Foreign) that is maintained at the business office.
 - Maintain a database of all DU international travelers and communicate with DU's insurance company as needed.