

University of Dayton Overseas Travel Guidelines

Contents

Travel Registration	1
International SOS.....	1
Travel Warnings	2
Travel to Countries Excluded from Liability Insurance	3
International Response Team.....	4
High Risk Travel Waiver/Release	5

Travel Registration

1. All students, faculty and staff who travel abroad for university-related or funded activities must register with the UD Travel Registry prior to travel, and provide the following information:
 - Name(s) of traveler(s)
 - Program
 - Status on program (faculty, staff, student)
 - Flight information
 - Itinerary and contact information, including telephone and addresses of the travelers' stays while abroad
 - A plan for communicating with the University in case of emergency while traveling
2. The Travel Registry is at <http://travel.udayton.edu>
3. Travelers are required to keep information current and updated as plans change.

International SOS

The University of Dayton has contracted with International SOS (SOS) to provide worldwide medical, travel, and security assistance and evacuation services for all faculty, staff and students participating in university-related or funded international travel. The SOS network of multilingual specialists operates 24hours a day, 365 days a year from SOS Alarm Centers around the world. Information regarding services and specific locations can be found at <http://www.internationalsos.com>. Access the SOS Portal by logging on using the University of Dayton member number: 11BYSG000008.

Before and during time abroad, all travelers should regularly review up-to-date International SOS reports on safety and security, health issues, medical care, and vaccination requirements for the destination country.

All travelers should obtain from the Center for International Programs (CIP) an International SOS wallet card to carry with them. Travelers are NOT required to have a card to obtain

services, however. International SOS can verify traveler coverage by contacting the University of Dayton, if necessary.

Travel Warnings

1. The University of Dayton's Center for International Programs (CIP) will monitor travel information issued by the U.S. State Department (DOS) and the Center for Disease Control (CDC). This information is accessible at the following web sites:

DOS <http://travel.state.gov/travel>
CDC <http://wwwnc.cdc.gov/travel/>

2. For University-sponsored, facilitated or organized instructional programs, including faculty-led instruction and other sponsored coursework/research, in countries or specific areas within countries for which the DOS has issued a Travel Warning¹, or the CDC has issued a Travel Health Warning²:
 - The University will suspend all programs.
 - The University will review on a case-by-case basis requests for waivers from the program director or administrator (see waiver requests below).
 - If a warning is issued after the program is underway, the University's International Response Team (IRT) will review each situation on a case-by-case basis to determine the appropriate course of action (see International Response Team below).
 - Refunds will be evaluated on a case-by-case basis and may depend on specific service-provider refund policies.
3. For individual travel by students, faculty, and staff who have University support³ to pursue research, study or other University-related business in countries or specific areas within countries for which the DOS has issued a Travel Warning, or the CDC has issued a Travel Health Warning:
 - The University will not provide support for undergraduates.
 - The University will not provide support for faculty, staff, or graduate/professional students for a country where a mandatory evacuation order has been issued.
 - The University will review on a case-by-case basis requests for waivers (see waiver requests below).
 - If a warning is issued after the program is underway, the University will review each situation on a case-by-case basis to determine the appropriate course of action. The University reserves the right to seek reimbursement for funds expended or to terminate remaining funding.
 - Should a traveler have concerns and decide to return home based on lower-level travel warnings, the University will not require the traveler to reimburse expenses already incurred.

¹ Travel Warnings are issued when the U.S. State Department recommends that Americans avoid a certain country.

² Travel Health Warning is a recommendation issued against nonessential travel to an area because a disease of public health concern is expanding beyond the locales or populations that were affected initially. The purpose of a travel warning is to reduce the volume of traffic to affected areas, limiting the risk for spreading the disease to unaffected areas.

³ Support includes but it not limited to funding, transfer credit, travel arrangements, etc.

4. Despite the DOS and/or CDC travel warnings and the University of Dayton's practice to adhere to those, faculty staff or students may request permission to continue with their international travel plans by requesting a waiver. Requests for a waiver will be considered under limited circumstances. Waiver requests should be submitted to the Center for International Programs and include the following:
 - a. A description of the learning, service, and/or research objectives of the trip.
 - b. The importance of the program to the educational, research, service, or professional development of the group or individual.
 - c. The political and physical conditions at the proposed site that could impact health and safety.
 - d. The level of risk to the individual or group health and safety, including the traveler(s) knowledge of the area and conditions.
 - e. A description of travel conditions within the country and an evacuation plan should it become necessary.
 - f. A signed high risk travel waiver/release for each traveler (Exhibit 1).

In addition to review of the warnings in question and the required waiver, the University's CIP will seek to obtain information regarding the actions of U.S. companies and organizations in country (e.g. are families of employees being asked to leave). The CIP will also consult with relevant country experts at International SOS or other relevant organizations in country to obtain additional information and advice on the situation.

IRT members will have the opportunity to review the waiver application along with the additional information collected by the CIP and provide input. An IRT waiver review subcommittee will make the final decision regarding travel waivers. There is no appeal process for waivers that are denied.

University of Dayton's Foreign Liability Insurance – Excluded Countries

The University's commercial insurance carrier's foreign liability policy excludes some countries from the "coverage territory" which include:

Afghanistan, Albania, Algeria, Angola, Armenia, Azerbaijan, Bahrain, Bosnia & Herzegovina, Burundi, Cambodia, Central African Republic, Colombia, Cote d'Ivoire, Cuba, Democratic Republic of Congo (formerly Zaire), Egypt, Eritrea, Ethiopia, Federal Republic of Yugoslavia, Georgia, Guinea-Bissau, Haiti, India, Indonesia, Iran, Iraq, Israel, Jordan, Kosovo, Kuwait, Kyrgyz Republic, Lebanon, Liberia, Libya, Macedonia, Nigeria, North Korea, Northern Ireland, Oman, Pakistan, Peru, Philippines, Qatar, Rwanda, Saudi Arabia, Serbia, Sierra Leone, Somalia, Sri Lanka, Sudan, Syria, Tajikistan, Turkey, Uganda, United Arab Emirates, Uzbekistan, Venezuela, West Bank and Gaza, Yemen, Zimbabwe (as of December 2010)

In order for the third party insurer to consider these countries as coverage exclusion exceptions, travelers must submit to the Center for International Programs the following at least one month in advance of travel:

1. Name(s) of traveler per trip to each country
2. Defined secured evacuation plans

3. Preferred travel/logistical arrangements
4. Trip purpose to travel in these countries
5. Signed high risk travel waiver/release

The Center for International Programs will send this information to the Chair of the UD Insurance Review Committee who will seek a response from the insurance provider. The decision will be communicated to the travelers.

International Response Team

1. The University has an International Response Team (IRT) that:
 - Reviews and makes recommendations on all travel waiver applications.
 - Reviews and develops a plan for any situation requiring a comprehensive response that occurs while an individual or group is out of the country. When necessary and at the discretion of the CIP, the CIP may take action prior to full consultation with the IRT.
 - Makes recommendations for enhancements or changes to travel guidelines to the international steering body of the University.
2. The IRT is composed of representatives of relevant offices and units across campus as follows:
 - Campus Ministry
 - Center for International Programs
 - Education Abroad
 - International Student/Scholar Services
 - Legal Affairs
 - President's Office
 - Provost's Office
 - Public Relations
 - Public Safety
 - Safety/Risk Management
 - Student Development
 - Temporary members may be added to address case-specific situations (e.g. representative from program, faculty with expertise)
3. Each office/unit will appoint its representative on the team.
4. The CIP will be responsible for gathering as much information as possible to present to the IRT for individual cases and situations.
5. The IRT waiver review subcommittee is composed of the members representing CIP, Education Abroad, Legal Affairs, Student Development and the Provost's Office.