

International Travel Policy

Responsible Department: Office of Institutional Compliance & Risk Management (ICRM)

Responsible Administrator: Director of ICRM

Effective Date: April 1, 2014

Reviewed/Updated Date: March 2023

Date of Scheduled Review: March 2026

I. PURPOSE

A global perspective is essential to ACU's academic mission, and the University has long supported international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, represent the University, and for other academic, administrative, and sanctioned student activities. The purpose of this policy is to outline the approval process for University-supported or University-related international travel, and related requirements, thereby promoting such travel while mitigating associated risks.

II. SCOPE

Any student, faculty or staff member proposing to undertake University-supported or University-related international travel must follow the appropriate approval, insurance, and travel security and risk management requirements set forth in this policy.

**All credit-related international travel (i.e., study abroad) is overseen by ACU Study Abroad, and is subject to the policies and procedures set forth by ACU Study Abroad (under the supervision of the Provost). Credit-related international travel is not addressed by this policy. Please see the ACU Study Abroad website (<https://www.acu.edu/studyabroad>) and the Director of ACU Study Abroad, as well as the Non-Hub-Site Faculty-Led Short-Term Study Abroad Program Proposal document, for more information on credit-related international travel.*

III. DEFINITIONS

Credit-related International Travel

Any international travel that is connected to a course for which an ACU student is receiving academic credit (i.e., Study Abroad). **Credit-related international travel is not covered by this policy.*

International Travel

Any University-supported or University-related international travel, with or without a student or students, by employees or students, including but not limited to:

- International research, teaching, and administrative travel, with or without students,
- Internships,
- Exchange programs, and
- Non-credit-related student group travel of any duration.

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, administrative duties, or
- Is undertaken with or organized by any ACU organization, division, department, or office, even if not for an academic or professional purpose.

For purposes of this policy, *university-supported* international travel is any non-credit related international travel that is funded to any degree by or through the University. Travel with non-ACU organizations may still qualify as University-supported or University-related international travel.

If unsure as to whether international travel is University-related or University-sponsored then please contact the Office of Institutional Compliance & Risk Management for determination at 325-674-6142 or risk@acu.edu.

Non-Credit Related International Travel

All international travel that is not credit-related (as defined above).

Travel Advisories are issued by the [U.S. State Department](#) regarding the general safety for every country, both for a country as a whole and for specific regions within a country. Advisories are issued based on four levels and may include the number of the level and/or the associated words in an advisory:

- Level 1: Exercise Normal Precautions
- Level 2: Exercise Increased Caution
- Level 3: Reconsider Travel
- Level 4: Do Not Travel

Given the sometimes political nature of U.S. Department of State Travel Advisories, in certain situations the University will also take into account the actions of globally respected NGOs, other U.S. universities, and other reliable sources when determining travel risks, such as the advisories and warnings of other governments.

Travel Alerts are [emergency alerts and security messages](#) from the U.S. State Department that are transmitted by U.S. Embassies and Consulates to U.S. citizens in particular cities or countries. Before you travel, check their Travel Advisory and Alerts for your destination(s) at travel.state.gov/destination. Be sure to read further country-specific details that could affect your travel, such as entry/exit requirements, local laws and customs, health conditions, transportation, and other relevant topics.

Travel Approver

A Travel Approver is an individual who is authorized to approve international trips for University-supported or University-related travel for travelers who are either employees or students of ACU. Examples of Travel Approvers are deans, vice presidents, Director of ACU Study Abroad, Director of Halbert Center, Senior VP of Operations, and Provost; each of whom has this authority under specified circumstance.

Travel Organizer

A Travel Organizer is anyone who arranges University-related or University-supported non-credit-related international travel for a student or group of students (e.g., a faculty or staff sponsor of an ACU student group). Travel Organizers might or might not actually participate in the travel.

IV. POLICY & PROCEDURES

A. Policy

This policy applies to all University-supported or University-related international travel, including but not limited to international travel for research, educational (non-credit related), co-curricular, or administrative purposes (with or without a student or students), exchange programs, mission internships, and student group travel of any duration.

Furthermore, this policy applies regardless of whether the international travel is undertaken by faculty, staff, or students, and regardless of whether organized by schools, departments, faculty, staff, student organizations, or students. This policy also applies to all ACU employees and students who, as defined by this policy, organize international travel (“Travel Organizers”) or approve it (“Travel Approvers”).

B. Pre-travel Requirements for Individual Faculty and Staff Travelers and for Travel Organizers – For All Non-Credit-Related International Travel

Travel advisories are used as guidelines for permissibility of University travel, and travel alerts may affect itinerary approval for as long as the concern persists or until the alert expires.

LOW-RISK PRE-APPROVED DESTINATIONS

Travel to Level 1 (Exercise Normal Precautions) countries is permitted as long as no regions within the country have Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) advisory language.

Travel to Level 2 (Exercise Increased Caution) countries is permitted as long as no regions within the country have Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) advisory language.

**Low-Risk travel does not require official approval; however, notification of all international travel must be made to the Office of Institutional Compliance & Risk Management (risk@acu.edu) to assist with training and compliance related to federal Export Control regulations. Submit the International Travel Approval/Notification Form to Risk Management as*

soon as possible and at least two weeks before trip departure. It is the ultimate responsibility of the traveler(s) and travel organizer to provide notification and to be trained on Export Control regulations.

HIGH-RISK DESTINATIONS REQUIRING REVIEW AND APPROVAL

Travel to a Level 2 (Exercise Increased Caution) country, which also has regions within the country with Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) advisories, must be reviewed and approved by the Travel Approver, Director of Institutional Compliance & Risk Management (risk@acu.edu), and the Sr. VP of Operations or Provost, even if the itinerary does not enter an area with a Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) advisory.

Travel to a country or region with a Level 3 (Reconsider Travel) **or Level 4** (Do Not Travel) advisory is prohibited. Rare exceptions may be granted by following the international travel approval process, and require the approval of the Travel Approver, Director of Institutional Compliance & Risk Management (risk@acu.edu), and the Sr. VP of Operations or Provost.

Regardless of where the planned or proposed travel fits within the above destinations, it is the ultimate responsibility of the traveler and Travel Organizer to be informed of the risks associated with all University-related and supported travel. The [International Travel Checklist](#) is required to be submitted along with the International Travel Approval Form to the Office of Institutional Compliance & Risk Management (risk@acu.edu) if travel destinations are High Risk.

C. Additional Requirements Applicable to all International Travelers

i. International Travel Insurance Requirement

For faculty and staff: Prior to departure, all individuals (faculty and staff) who undertake International Travel are provided travel insurance through Chubb International Advantage (Policy # PHFD38366257). Registration for the Chubb Travel Smart app is available through the Office of Institutional Compliance & Risk Management. The Chubb policy provides coverage for medical evacuation and repatriation, along with other services. The Chubb policy is not health insurance.

ii. Travel Health Insurance Requirement

Students engaged in international travel associated with an official ACU activity or program will either: (1) be provided with travel health insurance coverage as organized by the Travel Organizer, or (2) will be required to obtain a travel health insurance policy, which must provide sufficient coverage (including medical evacuation and repatriation) for the duration of the International Travel.

Faculty and staff should check with the Office of Human Resources regarding details of travel health insurance coverage and are advised to consider appropriate insurance for any accompanying spouse and/or dependents.

iii. Preparedness and Review of Pertinent Information

Prior to departure, all international travelers should review security warnings, alerts, travel planning resources, and other pertinent information provided by the U.S. Department of State, and register with U.S. consular officials (see Appendix A) in the destination country (if not already registered by a Travel Organizer).

iv. Travel and Related Expenses

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 A

RESPONSIBILITIES OF TRAVEL ORGANIZERS (for non-credit related travel)

- A. Orientation for Faculty and Other Group Travel Organizers.** Prior to all non-credit related travel with an ACU student or students to an international destination, Travel Organizers **must** attend an orientation session organized by ACU Study Abroad or the Halbert Center (as appropriate to the individual or group proposing the travel) to cover safety, health, legal, and financial responsibilities, policies, and procedures.
- B. Contact Information.** For the duration of travel, Travel Organizers and Team Leaders (if applicable) must carry with them at all times the following information:
- Emergency contact information for all travelers;
 - Telephone and email contacts for appropriate ACU offices (Travel Approver, dean, supervisor, Center for International Education, and Risk Management as appropriate);
 - For 24-hour emergency contact at ACU: ***ACU Police Department at 325-674-2305***;
 - Telephone and other contact information of the local U.S. Embassy or Consulate; and
 - Telephone numbers for the local emergency personnel (police, ambulance, fire dept.)
 - Travel Organizers must provide domestic emergency contact information for group members to the Travel Approver prior to commencing travel.
 - Travel Organizers should encourage all international travelers to carry the above contact and emergency information for the duration of travel.
- C. Registration with Consular Officials.** Travel Organizers must register groups with U.S. consular officials in the destination country (the U.S. Department of State's Smart Traveler Enrollment Process - STEP). Organizers should go to travelregistration.state.gov to register travelers.
- D. Waiver/Indemnification.** For all travel involving ACU students or non-ACU employees (i.e., spouse, dependents), a signed waiver and/or indemnification form must be obtained for each traveler. Here is a [sample form](#). Risk Management can assist with creating waivers.

See ACU Study Abroad for ACU faculty and staff responsibilities pertaining to credit-related international travel.

APPENDIX B

RESPONSIBILITIES OF TRAVEL APPROVERS

Travel Approvers are responsible for following the requirements set forth below when determining whether to allow or disallow non-credit-related University-sponsored or University-related international travel.

Assessing and Approving International Travel

A. Resources to Consider: Travel Approvers must consider, among other possible factors:

- The [mission](#) of ACU;
- Specific goals and activities of the anticipated travel program, and the strategic fit with the University's international activities;
- Adequacy of planning and preparation of the Travel Organizer(s) or Traveler(s), and general risk management variables;
- General conditions they can expect to encounter.

Travel Approvers should consult available information on travel, health, and security risks, including resources such as:

- U.S. Department of State website for any travel warnings or advisories in effect, and for general information on safety and health issues (<http://travel.state.gov/>);
- The Center for Disease Control and Prevention website for information on health risks for the destination (<http://www.cdc.gov/>);
- Travel notices, advisories and warnings issued by other governments, such as: Foreign Affairs and International Trade Canada (<http://www.voyage.gc.ca/index-eng.asp>) or British Foreign and Commonwealth Office (<http://www.fco.gov.uk/en/travel-and-living-abroad>);
- International news organizations (e.g., BBC, Reuters, CNN, etc.)

B. Travel to Level 3 or 4 Destinations

- Travel to higher risk destinations requires formal approval under this policy. This applies to all ACU-related travel by any member of the University, not just travel with or by an ACU student(s).
- In rare instances where travel to high risk destinations is deemed to be of great importance to the University, the appropriate Travel Approver may consider allowing the travel proposal to go forward. The traveler or Travel Organizer should expect a much greater level of scrutiny of the proposal than would be applied to a proposal for travel to lower level risk destinations.

- All higher risk Level 3 and 4 travel (including Level 2 which also has regions within the country with Level 3 or Level 4) must have the final approval of the Office of Institutional Compliance & Risk Management, and the Sr. VP of Operations or Provost, as appropriate to the individual or group proposing the travel, **before travel expenses are incurred and at least two weeks before trip departure.**

Travel Approvers seeking guidance on these requirements should consult the Office of Institutional Compliance & Risk Management at 325-674-6142 or risk@acu.edu.