

**International Travel Policy & Procedures**  
**- Faculty & Staff -**  
*Ramapo College of New Jersey*

**Table of Contents**

<b>A. SCOPE OF POLICY</b> .....	2
<b>B. DEFINITIONS</b> .....	2
<b>C. TRAVEL REGISTRATION</b> .....	5
<b>D. INSURANCE</b> .....	6
<b>E. TRAVEL REVIEW PROCESS</b> .....	8
<b>F. HEALTH AND SAFETY DUE DILIGENCE</b> .....	10
<b>G. FISCAL COMPLIANCE</b> .....	12
<b>H. RELEVANT CONTACTS</b> .....	12
<b>I. RELEVANT DOCUMENTS</b> .....	13
<b>APPENDIX A: RESOURCES TO ASSESS RISK</b> .....	14
<b>APPENDIX B: COMMITTEE’S EVALUATION CHECKLIST</b> .....	15
<b>APPENDIX C: HEALTH &amp; SAFETY CHECKLIST FOR GROUP LEADERS</b> .....	17
<b>APPENDIX D: PRE-TRAVEL REQUIREMENTS TABLE (REVIEW)</b> .....	19

## A. SCOPE OF POLICY

The policy can be found at: <https://www.ramapo.edu/international-travel>

The Faculty/Staff International Travel Policy is applicable to all faculty, staff and eligible participants of Ramapo College.

Ramapo College encourages and supports international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, represent the college, and for other academic, administrative, and student activities. The college is committed to performing due diligence regarding health, safety and security of international activities.

The college is aware that such travel may pose significant risks; therefore the college has implemented travel support systems to mitigate these risks that will be used to support travelers during their stay abroad. Travel authorization/approval procedures still apply. Please see: <https://www.ramapo.edu/controller/accounts-payable-forms-policies/>

Note that if you are bringing student(s) abroad additional procedures apply; see “Student International Travel Policy”.

The following procedures outline the available resources, thereby promoting and supporting such travel while mitigating associated risks.

## B. DEFINITIONS

The following key words have been defined for further clarification of the policy & procedures:

***College-Sponsored Activities*** – Includes all international travel by faculty or staff and other eligible participants, which is organized, approved, administered, or funded by the College or by the Ramapo College Foundation. Examples of these activities include: Faculty-led study abroad programs; recruitment trips; program assessment trips; conference attendance, College-funded academic research, grant funded, etc.

***Contingency Plan*** – A plan of pre-determined, specific actions to be taken in the event a primary plan is unable to be executed in order to reduce negative impacts, limit interruption to planned activities and mitigate potential risks. Examples could include: alternative location; revision of itinerary; evacuation back to RCNJ; etc.

***Due Diligence*** – Policies and procedures to reduce the College’s exposure to liability, mitigate potential risks and promote the safety and security of participants engaging in international activities.

**Eligible Participants** – All non-students approved by the Sponsoring Unit Head to participate in the program and its associated activities. All non-student participants are required to complete all administrative processes and forms, attend all mandatory program meetings, and register with the International Travel Registry.

**Emergency Message for U.S. Citizens:** Embassies or Consulates will use this to inform U.S. citizens about events or threats that can affect their personal security. Events include: demonstrations, civil disturbances, natural disasters, terrorist attacks, and other breaking events. This will also be used whenever the Department revises the Worldwide Caution or Travel Advisory for a country or region.

**College-Led Travel** – Any international activity where Ramapo College designates an employee to oversee the participants and their activities.

**High Risk Location** - may be a country or region that has a current US Department of State Travel Advisory Risk Rating of 3 or 4, is currently listed by Ramapo College's international insurance provider as a destination of high risk, or other substantial risk factors (refer to Appendix A for a list of risk assessment resources).

**Individual Travel** - A single individual traveling internationally to study, research, attend a meeting/conference, etc.

**International Risk Assessment Committee (IRAC):** A College committee comprised of key academic and administrative managers. The committee will review international activities and assess risk associated with faculty, staff, students and eligible participants to proposed locations. Meetings will be held quarterly at regularly scheduled times or ad-hoc, consistent with and prior to scheduled programs. The work and recommendations of the committee will be reported to faculty, deans and administrators with responsibility for the reviewed programs. A report will be provided to the President's cabinet for final decision on the recommendations of the committee.

**Message for U.S. Citizens:** Embassies or Consulates will use this to disseminate information about routine topics such as voter registration, income tax season, new passport procedures, and other non-security issues of interest to the local U.S. citizen community.

**Ordinary Risk** – Any country or region that is listed by the US Department of State Travel Advisory as a risk rating of 1 or 2.

**Risk Tolerance** – The amount of risk the College is willing to accept when it evaluates program location(s) and activities.

**Student Group Travel** – Defined as a minimum of 2 registered students of Ramapo College participating in College-sponsored activities in an international location. Examples include, but are not limited to: Study Abroad, Student Organization Travel, Athletic Travel, Ramapo Chorale, etc.

**Travel Advisory** - Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety. To see a complete list of Travel Advisories for every country in the world, see [travel.state.gov/traveladvisories](https://travel.state.gov/traveladvisories). Click on our color-coded world map at [travelmaps.state.gov](https://travelmaps.state.gov) for a global view.

#### Levels 1-4

The Travel Advisory appears at the top of each country page, with a color corresponding to each level:



**Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

**Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 4 – Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

#### Varying Levels

We issue an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, we may advise U.S. citizens to “Exercise increased caution” (Level 2) in a country, but to “Reconsider travel” (Level 3) to a particular area within the country.

#### Risk Indicators

Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

- **C – Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T – Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U – Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- **H – Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country’s medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.
- **O – Other:** There are potential risks not covered by previous risk indicators. Read the country’s Travel Advisory for details.

### Interactive Map

An interactive map is on each country page. Click on “*View Larger Map*” on the page or see [travelmaps.state.gov](http://travelmaps.state.gov) to view countries color-coded with the Travel Advisory levels. Countries with varying levels of travel advice have stripes to indicate you should read the whole Travel Advisory for more details.

## C. TRAVEL REGISTRATION

All College-sponsored faculty, staff, students and eligible participants must register the details of their College-sponsored international travel in the Ramapo College [International Travel Registry \(ITR\)](#) prior to their departure.

The registry will require Faculty & Staff to complete the following details:

- Travel details (i.e., flight information)
- Travel location(s) and dates

If you are traveling on a college sponsored/approved trip, by registering your travel in the [Travel Registry](#) you will be covered on a blanket insurance policy that includes international health and evacuation insurance.

By registering, the College will have the ability (but is not obligated) to support, communicate and respond to international incidents and emergency circumstances which may adversely impact travel by Ramapo faculty, staff and eligible participants. In addition, it will allow the College to have a comprehensive central inventory of College-sponsored international faculty/staff activities.

Additionally, it is highly recommended that U.S. Citizens who are traveling, register all travel plans with the US. Department of State’s Smart Traveler Enrollment Program

(STEP): [http://travel.state.gov/travel/tips/registration/registration\\_4789.html](http://travel.state.gov/travel/tips/registration/registration_4789.html). For major incidences in the traveler's host country (earthquake, tsunami, terrorist attack, etc.), it is important for the U.S. Government to have a list of all citizens' in-country to facilitate a prompt response to best support them in the given situation.

*\* Ramapo College recommends student participation in college-selected insurance provider. For more information, please visit the Roukema Center for International Education.*

### ***Travel Documentation Requirements***

Based on destination and group composition, see Appendix D: **PRE-TRAVEL REQUIREMENTS TABLE** for specific requirements. In addition, each Faculty/Staff traveler must submit the following:

- All items listed in Appendix D that are applicable to the type of traveler (i.e. faculty, staff and students);
- Registration in the [International Travel Registry](#)

**If you are sponsoring group travel, please refer to appendix D for specific requirements for individual group members.**

### ***Travel Restrictions***

Travel on College funds will not be authorized to countries or regions for which a U.S. Department of State mandatory evacuation order has been issued. When the U.S. Department of State issues a mandatory evacuation order, all faculty, staff, and students who are in the country must contact the nearest U.S. Embassy or Consulate to obtain all relevant information and guidance, and must leave the country by the most expeditious and secure means available. They are also required to contact the Roukema Center for International Education at the earliest opportunity with information about their whereabouts and plans.

Roukema Center for International Education  
Office: +1-201-684-7533 (during normal business hours)

## **D. INSURANCE**

### ***Insurance***

---

#### **Individual**

By registering your college approved/sponsored travel in the Travel Registry you will automatically receive insurance coverage in the blanket policy purchased by the college. Coverage includes: international health insurance and emergency evacuation coverage.

## Group

It is required that any College-sponsored international travel where undergraduate and/or graduate students will be participating, whether for academic credit or not, all participants, including faculty & staff, are enrolled in a comprehensive international health insurance program. Insurance is available through the insurance provider selected by the Roukema Center for International Education. The college has a blanket policy that covers a comprehensive plan for Health & Security.. More information can be found on our website at: <https://www.ramapo.edu/international-travel/resources/insurance-health-security/> or by contacting the [Roukema Center for International Education](#).

### Activity Exclusions

Faculty and staff are advised that motor vehicle, travel and/or health insurance policies may exclude coverage for injuries incurred during certain dangerous activities and for participation in extreme sports during international travel. Faculty and staff are advised to refrain from engaging in such excluded activities. The costs of emergency rescue and/or medical treatment for injuries resulting from a traveler's voluntary participation in activities excluded from insurance coverage shall be the traveler's personal responsibility. Such excluded activities are entirely outside the scope of your employment by the College and the College disclaims liability for them. Also note: US State issued motor vehicle licenses may not be accepted, employee is requested to verify before driving in a foreign country.

Students are advised that personal motor vehicle, travel and/or health insurance policies, including insurance policies purchased through the College's selected provider, may exclude coverage for injuries incurred during certain potentially dangerous activities and for participation in professional sports during international travel. The costs of emergency search, rescue and/or medical treatment for injuries resulting from a student's voluntary participation in potentially dangerous activities excluded from insurance coverage shall be the student's personal responsibility. The College disclaims all liability for these risks.

Examples of some activities which may be excluded from insurance coverage are:

- Riding in any aircraft, except as a passenger on a regularly scheduled airline or charter flight.
- Participating in any professional sport, contest or competition;
- Skin/scuba diving, sky diving, hang gliding, or bungee jumping.
- White water rafting
- Rock climbing
- Operating a vehicle
- Fire spinning.
- Engaging in political activities abroad.

**Students are advised to read the exclusion provisions of the insurance policy and to refrain from engaging in excluded activities while traveling abroad.**

## E. TRAVEL REVIEW PROCESS

### **Individual Travel:**

Individual faculty & staff participating in College-sponsored international programs are required to submit their travel details to the Ramapo College International Travel Registry, in addition to their academic units' administrative processes for approval. The Roukema Center for International Education can serve as a resource to further support individuals traveling internationally. Once your registration has been reviewed you will be enrolled in the College's selected insurance provider, which offers specialized support essential to international health & security realities.

### **Travel with Students:**

Faculty and all group participants are required to be registered with Ramapo College's International Travel Registry. Early discussions with the Roukema Center for International Education will allow for planning and discussion on insurance coverage, orientation planning and instructional opportunities for leaders and attendees that will be geared to their destination location. For new academic off-campus programs, the proposal process for "Faculty-Led Programs" must be completed. ([Roukema Center](#) & [ARC](#)).

## Decision Timeline



### **Program Inception**

All international travel supported by the College must be authorized in advance of travel. Under the current administrative procedure(s), travel for College programs and activities is authorized by the respective division/unit heads. For all international group travel, it is recommended that a consultation occur with the Director of the Roukema Center for International Education prior to submission for travel authorization.

Trip leaders/program directors must obtain complete travel authorization prior to making financial/budgetary commitments/encumbrances (Travel

Forms: <http://www.ramapo.edu/administration/accounts payable/forms.html>):

- Travel Authorization form;

- Request for Approval for Attendance at Events (Staff to Employee Relations; Faculty to Dean)
- [International Travel Registry](#) is completed with basic program information.

For new academic off-campus programs, the proposal process for “Faculty-Led Programs” must be completed. ([Roukema Center](#) & [ARC](#)).

For all international group travel (with students): IRAC will be informed and may conduct a review and/or request additional information regarding the location and activity. Unless the committee identifies risks that require further analysis, a recommendation to proceed will be communicated.

If risks are identified, the IRAC (section F) collects and analyzes data and a recommendation report will be sent to the Cabinet.

### **Program Registration**

Additional review will be conducted by IRAC for any changes from initial analysis.

### **Program Pre-departure**

[International Travel Registry](#) is completed with participant and travel details.

The committee may be requested to conduct an additional review based on the “**Committee’s Evaluation Checklist**” (Appendix B). At that time the institution has the right to modify the original recommendations including rescinding approval.

**Appendices A** (Resources to Assess Risk) and **C** (Health & Safety Checklist for Group leaders) will also be helpful to the proposer when submitting their request for approval.

### ***Travel to High Risk Destinations***

---

If the College-sponsored travel is approved to or through a ‘High Risk’ location, additional safety controls and documents may be required, including, but not limited to: security insurance rider and high risk waiver of liability form. The College reserves the right to restrict, deny, withdraw or postpone College and/or Foundation support for faculty or staff international travel which includes a high risk location.

### ***International Risk Assessment Committee (IRAC)***

---

The role of the International Risk Assessment Committee is to support college travelers through review, assessment and recommendations as it relates to potential and real risks in locations of Ramapo College’s international activities.

Committee meetings will occur on a quarterly basis, unless a situation warrants an ad-hoc meeting.

Committee members will include:

- **Director of International Education (Co-Chair):** will provide the committee with information retrieved from relevant sources (i.e. OSAC, state.gov, CDC, WHO, etc.).
- **Dean** (to be rotated every 2 years): the Deans will provide insight into the academic content of the program being reviewed. They may also be asked to review and/or identify alternate programs for consideration should the recommendation of the committee be to **not** travel to the program location under review. (**Note:** *all Deans are welcome to attend, in addition there will be one designated per cycle*).
- **Risk Manager:** advise the committee on the associated financial risks and exposures and provides recommendations regarding the programs under review.
- **Director of Business Continuity/Emergency Planning (Co-Chair):** provides the committee with information on best practices, activities that have been monitored at other institutions and/or by the U.S. State Department and OSAC. Along with the Director of International Education is a resource for researching additional information at the request of the team.
- **Employee Relations:** provides the committee with information relevant to faculty contracts and the institution's responsibility as it relates to the faculty member, cancellation of program and/or alternate recommendations.
- **Student Affairs:** provides information for student activities sponsored programs and assistance supporting and communicating with students.
- **Human Resources:** is a resource for employment related issues and support that results from the committee's decision and recommendations.
- **Faculty** (to be rotated every 2 years): provide guidance in international academic programming and curriculum
- **Assoc. Dean of Nursing:** advise on health-related risks

Each committee member will contribute their expertise and resulting report for inclusion in the decision document to be presented to the faculty and cabinet detailing actions taken, facts reviewed, and the committee recommendation.

The **IRAC committee** meets to review inventory of the following quarter's scheduled and requested international activities to assess risk and inform sponsoring unit of institutional recommendations and decisions. Each review will adhere to the guidelines detailed in the evaluation process/packet defined in Appendices A & B.

**Sponsoring Unit** – presents their case to the committee and provides supporting documentation for the committee's review. The request and supporting data must be in writing, with supporting data provided to the committee.

Committee reviews requestor's assessment and additional resources, using a template guiding their review. The template will be shared with the requestor and the President's cabinet.

## **F. HEALTH AND SAFETY DUE DILIGENCE**

Standards of best practice dictate that for College-sponsored international travel, the College should conduct:

- Periodic reviews will occur during initial proposal process, pre-registration, and pre-departure. Review will evaluate potential risks at location and with program activities;
- Periodic review of WHO/CDC guidelines;
- Periodic review of US Department of State Travel Advisories;
- Pre-departure orientation program for students which include safety and security, risk management planning advice. (Provide local emergency contact numbers). Sample information available on request from Roukema Center.

The College reserves the right to restrict, deny, withdraw or postpone support to any international travel program or activity in a location identified as “high risk” by the College, U.S. Department of State and the College-approved insurance provider.

IRAC may review and evaluate the safety and security of the geographical location of each trip. Please see Appendix B: Committee’s Evaluation Checklist for a list of criteria.

### *Contingency Planning*

---

Prior to program execution, contingency plan should be created in the event evacuation is required. Contingency plans will include the following components:

- Contingency line in the budget
- 3<sup>rd</sup> country contacts and infrastructure identified
- US alternative
- Alternative faculty/program leader identified and w/ appropriate entry requirements in their possession for the host country
- US Embassy contacts in host country and alternative country
- Academic continuation

### *On-Going Monitoring*

---

There will ongoing monitoring of potential risks by the International Risk Assessment Committee, the sponsoring unit and the Roukema Center for International Education. A list of suggested resources can be found in Appendix A: **RESOURCES TO ASSESS RISK**.

### *Withdrawal*

---

#### **Individual Travel:**

The College may request withdrawal of faculty & staff currently in a region when a Travel Warning or similar advisory is posted for that region. Review of circumstances surrounding the Travel Warning or advisory will be initiated by the Director of the Roukema Center for International Education and conducted in conjunction with the International Risk Assessment Committee. Individuals with expertise in the region will be called in as needed. A recommendation will be made to the President’s Cabinet. If

faculty/staff refuse to depart the affected venue, College support could be withdrawn, which might result in financial loss to the individual.

**Travel with Students:**

The College may notify faculty & staff accompanying students to withdraw all participants from a region when a Travel Warning or similar advisory is posted for that region. As above, review of circumstances surrounding the Travel Warning or advisory will be initiated by the Director of the Roukema Center for International Education and conducted in conjunction with the International Risk Assessment Committee. Individuals with expertise in the region will be called in as needed. A recommendation will be made to the President’s Cabinet. If faculty, staff or students refuse to withdraw from the affected venue, College support may be withdrawn, which might result in financial loss to the traveler.

The College reserves the right to withdraw faculty, staff, students and eligible participants prior to the U.S. State Department issuing an “order of evacuation”; if IRAC determines that the health and safety of the College-sponsored travelers are reasonably perceived to be at risk.

**Comment [d1]:** Failure of faculty/staff compliance with evacuation – how will this be addressed

***Information and Resources to Support/Assist Travelers***

---

The Roukema Center for International Education is available as a resource for guidance and support. A website has been developed to support international travelers. Please visit: <http://www.ramapo.edu/international-travel>

**G. FISCAL COMPLIANCE**

All faculty & staff who travel off-campus on college-related business must follow state and college policies and procedures related to off-campus and international travel.

- See Travel policies and procedures located on the budget and fiscal affairs website; <http://www.ramapo.edu/administration/accountspayable/forms.html>

College faculty, staff, students and eligible participants who do not comply with pre-departure requirements or state and college policies and procedures may bear the full responsibility for any liability resulting from their travel and will not be eligible for reimbursement.

**H. RELEVANT CONTACTS**

vacant, Director of Business Continuity & Emergency Planning

Colleen O’Keefe, Controller & Assistant Treasurer / Risk Manager, [cokeefe3@ramapo.edu](mailto:cokeefe3@ramapo.edu)

Ben Levy, Director of International Education

[blevy1@ramapo.edu](mailto:blevy1@ramapo.edu)

## **I. RELEVANT DOCUMENTS**

The following policies apply while conducting your professional responsibilities within your position, whether on-campus or off-campus:

NJ State Policy Prohibiting Discrimination in the Workplace

[http://www.nj.gov/treasury/purchase/pdf/anti\\_discrimination\\_policy.pdf](http://www.nj.gov/treasury/purchase/pdf/anti_discrimination_policy.pdf)

Code of Professional Conduct

[http://ww2.ramapo.edu/libfiles/ER/Ethics/Code\\_of\\_Prof\\_Conduct.pdf](http://ww2.ramapo.edu/libfiles/ER/Ethics/Code_of_Prof_Conduct.pdf)

Conflict of

Interest <http://ww2.ramapo.edu/libfiles/ER/Ethics/Uniform%20Ethics%20Code%201-10.pdf>

NJLAD

<http://www.state.nj.us/lps/dcr/law.html>

ADA

<http://www.ada.gov/>

Title 59, NJ Torts Claim Act

<http://www.state.nj.us/treasury/riskmgmt/tort.shtml>

## APPENDIX A: RESOURCES TO ASSESS RISK

- US Department of State – [Country Specific Information](#)
- US Department of State – [Travel Advisories](#)
- US Department of State – [Students Abroad Website](#)
- Center for Disease Control – [Destination List / Malaria Map](#)
- World Health Organization – [Country List](#)
- Overseas Security Administration Council – [Country List](#)
- HTH Worldwide Insurance – [Student Resources](#)
- Forum on Education Abroad - [Standards of Good Practice](#) (Standard #8)
- Center for Global Education - [SAFETI Clearinghouse](#)
- Embassy or Consulate messages (“*Message for U.S. Citizens*” and “*Emergency Message for U.S. Citizens*”)
- Faculty experience in country
- Practices by other institutions/program providers/agencies operating in proposed country
- International/Local Media Reports
- International Association of Medical Assistance to Travelers – [www.iamat.org](http://www.iamat.org)
- International Narcotics Control Board – [www.incb.org](http://www.incb.org)
- Association for Safe International Road Travel – [www.asirt.org](http://www.asirt.org)
- One World – Nations Online – [www.nationsonline.org/oneworld/tavel\\_warning.htm](http://www.nationsonline.org/oneworld/tavel_warning.htm)
- National Association of Radio Distress Signaling and Info Communications – <http://hisz.rsoe.hu>
- Roukema Center for International Education <http://www.ramapo.edu/international/>
- Ramapo International Travel: <https://www.ramapo.edu/international-travel/>

## APPENDIX B: COMMITTEE'S EVALUATION CHECKLIST

### Criteria for Program/Venue Evaluation

At least the following should be demonstrated through student/faculty proposals and confirmed through College review:

- Operable U.S. consular or embassy presence;
- No declared state of war;
- Generally clear route of evacuation to air or water ports, or by ground across friendly borders;
- A host institution or entity accessible by redundant reliable communications media with multiple contact persons;
- Good emergency response infrastructure with reliable air or ground linkage to reliable hospitals;
- Reliable sources of hygienic water and food;
- Willingness of Ramapo's supplemental insurance carrier for students and staff abroad and its emergency sub-contractor(s) to service the venue (Ramapo will confirm);
- Sound student or faculty rationale for undertaking the journey/sojourn;
- Faculty recommendation suggesting student maturity and reliability; Unit executive's recommendation suggesting value to College and professional field and support of faculty proposal.

If your program destination is to a location listed with a U.S. Department of State rating of 3 or 4, or includes risk activities (e.g. health, safety and security concerns), the following additional information is required to submit to IRAC for review: (Additional suggested resources can be found in Appendix A).

- Explanation of the purpose of the travel and the reasons why the purpose justifies travel to a country with a current Travel Warning in effect.
- Confirmation that all travelers have reviewed the relevant sources of essential information (See Appendix A), are fully informed of the content of the current Travel Warning for the planned destination, and that faculty/staff have individually discussed the risks of travel with their unit executive officer, that graduate students have discussed the risks with their research advisor, and that undergraduate students have discussed the risks with a relevant advisor or faculty person.
- Faculty/staff must provide a separate letter from their Dean or Unit Head confirming that the risks associated with the planned travel have been discussed with each traveler, that each traveler is fully informed of the risks, and that the unit executive officer believes the travel is justified in view of the risks.
- Graduate students must provide such a letter from their research advisor.
- Travel Registry required information has been completed.
- Assurance that all travelers will register with the Smart Traveler Enrollment Program (STEP) and will keep the Embassy or Consulate informed of their

whereabouts while in-country. This should be done on-line

at: <https://travelregistration.state.gov/ibrs/ui/>

- Undergraduate students must provide a faculty recommendation noting soundness of academic plan, specific nature of study or activity that can be accomplished only in the Travel Warning region, and an assessment of the student's maturity and reliability consonant with the presumed additional risk inherent in the region.

**APPENDIX C: HEALTH & SAFETY CHECKLIST FOR GROUP LEADERS**

<b>Actions</b>	<b>Estimated Deadlines</b>
<b>Program Development Phase</b>	
Meet w/ Study Abroad Committee	9 months prior
Meet w/ Director of International Education	9 months prior
Meet w/ Study Abroad Advisor	9 months prior
Attend Study Abroad Faculty Orientation & Training	6 months prior
Attend Study Abroad Budget Workshop	12 months prior
Work with RCIE Director to develop & finalize budget	12 months prior
Develop Program Contingency Plan in collaboration with RCIE Director	9 months prior
<b>Admissions Phase</b>	
Review Student Applications (and conduct interviews, if necessary)	3-4 months prior
Communicate any program specific information to students	3 months prior
<b>Pre-Departure Phase</b>	
Conduct a series of pre-departure orientations	1-2 months prior
Conduct a series of introductory course meetings	1-2 months prior
Finalize and confirm logistics	1-2 months prior
Confirm on-site resources	1-2 months prior
Communicate all emergency contact and response procedures to all appropriate departments and program participants	1 month prior
<b>On-Site Responsibilities (Non-Academic)</b>	
Conduct frequent 'check-ins' with students	During program
Introduce purpose of each activity and facilitate reflections/processing sessions	During program
Complete incident reports and inform RCIE of any on-site incidences	During program
Support students in health, mental health, safety, security and emergency situations and responses	During program
Launch contingency plan, in consultation with RCIE Director, as necessary	During program
<b>Post-Program Phase</b>	
Submit relevant incident report documents to Director	Post-program

of RCIE	
Reconcile Budget	Post-program
Submit Narrative Report	Post-program
Follow-up with students in their reflective phase	Post-program

**APPENDIX D: PRE-TRAVEL REQUIREMENTS TABLE (REVIEW)**

Type of International Activities	Type of Traveler	Ethics	(A/P) Travel Authorization	Health Insurance	Security Insurance	Wai ver	Orientat ions	Acade mic Program Appro val	Non-academi c Program Approva l	Faculty/ Staff Training	Conting ency Plan
Study Abroad Program	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	yes	yes	N/A	Yes	yes
Conference/Meeting Attendance	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	N/A	N/A	N/A	no
Alternative Spring Break	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	yes	N/A	yes	yes	yes
Student Organization/Club Trips	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	N/A	yes	yes	yes
Artistic/Chorale Performances	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	no	yes (Dean)	yes	yes
Research	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	N/A	yes (Dean)	no	no
Teaching Exchange	Faculty	Yes/Dean	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	Dean	N/A	no	no
Conference/Meeting Attendance	Staff	yes	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	N/A	N/A	N/A	no
Alternative Spring Break	Staff	yes	yes	GeoBlue Blanket	GeoBlue Blanket	no	yes	N/A	yes	yes	yes
Student Organization/Club Trips	Staff	yes	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	N/A	yes	yes	yes
Athletics	Staff	yes	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	no	yes	yes	yes
Research	Staff	yes	yes	GeoBlue Blanket	GeoBlue Blanket	no	no	N/A	yes (Dir.)	no	no
Study Abroad Program	Students	no	no	GeoBlue Individual	yes	yes	yes	yes	N/A	N/A	yes

Conference/Meeting Attendance	Students	no	no	GeoBlue Individual	if high risk	yes	yes	N/A	yes	N/A	no
Alternative Spring Break	Students	no	no	GeoBlue Individual	yes	yes	yes	N/A	yes	N/A	yes
Student Organization/Club Trips	Students	no	no	GeoBlue Individual	if high risk	yes	yes	N/A	yes	N/A	yes
Artistic/Chorale Performances	Students	no	no	GeoBlue Individual	if high risk	yes	yes	no	Yes (Dean)	N/A	yes
Athletics	Students	no	no	GeoBlue Individual	if high risk	yes	yes	no	yes	N/A	yes
Research	Students	no	no	GeoBlue Individual	if high risk	yes	yes	yes (fac. Member)	yes	N/A	yes
Internships/Co-ops	Students	no	no	GeoBlue Individual	if high risk	yes	yes	Yes (fac member)	yes (Cahill)	N/A	yes
Volunteerism	Students	no	no	GeoBlue Individual	if high risk	yes	yes	no	yes	N/A	no
Service Learning	Students	no	no	GeoBlue Individual	if high risk	yes	yes	no	yes	N/A	yes