



INTERNATIONAL TRAVEL POLICY

I. Introduction

All UM travelers must comply with the University of Michigan's International Travel Policy, ([Standard Practice Guide 601.31](#)).

In order to ensure the safety of our community, ALL students, faculty, and staff who participate in University Related Travel abroad must register their travel with the university, purchase international travel health insurance, and provide overseas contact information in the UM Travel Registry System. In order to ensure that LSA students, faculty, and staff have completed all of these requirements prior to departure, the College has set up a specific process to verify registration and completion of these requirements for individuals traveling under the auspices of LSA Related Travel (LSA-RT). This document sets forth the College of LSA's International Travel Policy and describes the requirements to ensure this verification.

II. Definitions

A. UNIVERSITY OF MICHIGAN RELATED TRAVEL (UMRT) & LSA RELATED TRAVEL (LSA-RT)

University of Michigan Related Travel spans a wide variety of activities, including overseas study, research, conferences, internships, language training, presentations, etc. It is fully described for travelers in the roles of Faculty/Staff UMRT and Student UMRT in [SPG 601.31 Section II.2](#).

The term "LSA Related Travel" (LSA-RT) is used to identify travelers on UMRT whose travel is supported by the College as defined below. Travelers on LSA-RT are required to meet the additional provisions of this policy. Note that this can include students, staff, and faculty who do not have appointments in LSA or student academic careers in LSA, and also non-UM individuals.

For Students on UM-RT the travel is also LSA-RT if:

1. Student travel is led by an LSA faculty or staff member
2. A student receives LSA in-residence credit for their experience abroad.
3. An LSA unit provides any form of financial support for the experience, including scholarships, grants, or travel reimbursements.
 - i. This includes funding given to travelers who are outside of the LSA community.
4. An LSA unit participates in the application process by collecting applications, assisting in application decisions, or collecting program fees.
5. An LSA student goes abroad to conduct research or other academic work as part of requirement to achieve a degree, such as dissertation research or a required internship.

For Faculty / Staff on UM-RT the travel is also LSA-RT if:

1. An LSA faculty or staff member travels abroad within the context of their job responsibilities.
2. An LSA faculty or staff member travels with students abroad on University-Related travel

3. LSA faculty use research funding for travel that is managed through an LSA unit. These funds may be via sponsored research projects, recruitment/retention funds, internal grants, or discretionary research accounts. All funds managed by an LSA unit fall under this policy.
4. An LSA faculty member is invited to give a talk or attend an event and the travel is paid for by the institution extending the invitation.

A list of examples of UM Related Travel is located on the Global Michigan [website](#) under the heading “Examples of UM Related Travel.”

B. LSA-RELATED GROUP TRAVEL ABROAD

LSA-Related Group Travel Abroad refers to a cohort of students on Group Travel Abroad as defined in SPG 601.31 (Sections II and III.E) who are on LSA-RT as defined above. Such students have similar travel dates, itinerary, related activities at the destination, and identical or related accommodations, and for whom an organizer or leader is assuming some responsibility. In a Group, there is significant interdependence of participants within the cohort. Group travel abroad may be for study, research, joint project work, athletic or other competitions, musical performances, or similar University activities. As required by the SPG, all LSA-Related Group Travel Abroad must be approved; requests within the College must be sent to the LSA Senior Health & Safety Advisor (LSATravel@umich.edu) for approval as the LSA Dean’s Designee.

III. Requirements for Students Traveling on LSA-Related Travel

The LSA Travel team has been designated as LSA’s primary office for coordination of international travel health and safety oversight.

1. All students traveling on UM-RT (including LSA-RT) must complete ALL of the following
 - a. Register in the [UM Travel Registry](#)
 - b. Purchase U-M Travel Abroad Health Insurance (other international coverage is not an acceptable alternative, students must purchase the UM plan)
 - c. Provide contact information in the UM travel registry
2. All LSA students (graduate and undergraduate) who intend to travel internationally on University-related business must inform their department’s Chief Administrator or designated staff member.

Additionally, if a student plans to travel to a UM Travel Warning / Restriction destination, they must follow the guidelines of the UM Travel Policy by receiving approval of a safety plan by the University’s International Travel Oversight Committee (ITOC) prior to departure. Note that safety plans should be submitted to ITOC at least 3 weeks prior to departure.

LSA funding will not be disbursed until all of the above are completed and a safety plan has been approved if required.

IV. Requirements for Department Administrators with Students Traveling on LSA-Related Travel

When a department Chief Administrator or their designee is informed of university-related international travel involving students (graduate and undergraduate) planned by any member of their unit, these steps are to be followed:

1. For individual travelers (not groups), inform the student to [register travel](#) in the UM Travel Registry System.

2. The LSA Chief Administrator must inform LSA Travel of all proposed travelers and known information, including the traveler's full name, username, and general travel details, if known (e.g. John Smith, smithj, Beijing China, May 2018) by entering the information into this form listed on the LSA Travel site (lsa.umich.edu/LSATravel). This must be done for all undergraduate students and graduate students, as well as for any faculty/staff that will be traveling together with students overseas.
3. LSA Travel will follow up with students who intend to participate in LSA-RT to ensure that they comply with LSA and University policies.
4. Once all requirements have been met, LSA Travel will notify departments that the travel has been approved by LSA.

Funds may not be released for travel until the LSA requirements have been completed, and may not be disbursed after the fact for travel that was not properly registered prior to the start of the trip. Any exceptions to this funding policy require approval from the Dean's Office or LSA Travel. Please contact either office for more information.

V. Requirements for LSA Faculty and Staff Traveling on LSA-RT

1. Register your travel in the [University Travel Registry System](#)
2. Inform your unit's Chief Administrator of travel plans.

Faculty and staff are covered by the university's blanket travel abroad health insurance policy when on University Related Travel.

Requirements should be completed prior to departure date. Funding for travel may be withheld if travel requirements above are not met prior to travel. Any exceptions to this funding policy require approval from the Dean's Office.

VI. Travel Warning and Travel Restriction Destinations

Please see the Global Michigan [page on Travel Warning & Restrictions](#) for full definitions of these terms, and the conditions that they impose on individuals traveling on UMRT.

University Travel Warning: Applies to destinations where there are *significant* levels of health, safety, or security risk

University Travel Restriction: Applies to destinations where there are *extreme* health, safety or security risks.

Travel to destinations listed on the University of Michigan Travel Warning or Restriction requires special care and preparation and therefore university-wide processes are in place to consider approval for travel to these destinations, depending on traveler type. Individual arrangements for UMRT to Travel Warning and Restriction destinations must be approved by the International Travel Oversight Committee ([ITOC](#)); group travel arrangements must be approved first by LSA Travel and then by ITOC.

GROUP TRAVEL

- LSA faculty, staff, or students leading groups abroad must go through one of two review processes to secure approval to travel to that destination.
 - For LSA faculty, staff, or students leading a group to a [Travel Warning / Restriction](#) destination must submit a completed [Safety Plan for Group](#)

[Travel](#) to the University's International Travel Oversight Committee.

- ITOC has the ultimate authority to approve or deny the proposed university-related travel to warning or restricted countries.
- If the proposed destination is not on the list of Travel Warning or Restricted areas, then the group leader must submit a completed [LSA Group Travel Approval request](#) to the LSA Travel office for review.
- Please provide group travel approval plans 4 weeks before departure so that both LSA Travel and ITOC have sufficient time to review the materials.

VII. International Students traveling abroad

International students on a UM-sponsored student visa have additional considerations and should consult with the International Center about visa questions. When international students are traveling to their home country, they should contact LSA Travel about U-M Travel Abroad Health Insurance considerations.

VIII. What to do in the event of an emergency abroad

If an LSA traveler experiences an emergency abroad, they should call the University of Michigan Police Department at (734) 763-1131. Their call will then be routed to the LSA Emergency Phone and an LSA Emergency Responder will call back the traveler to provide assistance, resources, and information as needed.

Travelers who suffer non-emergency difficulties (e.g., being the victim of a non-violent crime, hospitalization for a condition that is not severe or life-threatening, moderate illness or injury, etc.) are encouraged to fill out the Incident Report form on the LSA International Travel website (lsa.umich.edu/LSATravel).

If an LSA administrator learns of a health or safety incident abroad, they should report it to the LSA Travel team either by contacting the UM Police Department (if it is an emergency) or through the online incident report form. This ensures proper tracking of events abroad and our continued ability to keep our travelers safe while traveling internationally.