Saint Joseph's University
Interim International Travel Policy for Students, Administration and Staff and Faculty Traveling Internationally with Students

I. Scope

The interim International Travel Policy ("Policy") will apply to all Saint Joseph's University ("University") administration, staff and undergraduate and graduate students who wish to participate in University-sponsored or facilitated international travel ("University Travel") for any reason. This policy also applies to any member of faculty who wishes to travel internationally with students.

The University, based on its mission, has concluded that international travel can provide invaluable learning experiences and service opportunities for its student, administration and staff travelers and faculty traveling internationally with students ("Travelers"). The University therefore makes such opportunities for travel available to these Travelers. However, the University recognizes that international travel may present unique risks for Travelers. For this reason, approval for University Travel must be granted by the Center for International Programs (CIP). The decision to grant approval will be based on a variety of factors including (but not limited to) whether the proposed international travel is consistent and complies with the University's mission, goals, risk-management policies, travel advisories and the University academic and strategic priorities.

II. Policy

The following policy governs and informs University approval of international travel:

The University will not require, approve or may rescind approval of University-sponsored or facilitated travel to countries or regions where:

- The U.S. Department of State Bureau of Consular Affairs has issued a Level 3 or Level 4 Travel Advisory
- The World Health Organization (WHO) or the Centers for Disease Control (CDC) has issued a Travel Warning; or,
- The Department of Treasury Office of Foreign Assets Control (OFAC) has imposed a Travel Restriction.

III. Appeal Process (Requesting an Exception(s) to the Policy)

A. *Timeline:* If a Travel Advisory Warning or Restriction ("Advisory") is in place at the time of the initial request for travel, a request for exception to the policy (and all supporting documents) must be submitted six months in advance of the intended travel date, or prior to any planning for the trip.

In those circumstances when a Advisory has been issued AFTER a trip has already been planned and approved or while a trip is in progress, the request for exception must be

submitted in advance of any further planning for the trip and requires written approval by the Provost . Specifically, all requests must be made in writing and must be received by the Center for International Programs as soon as the Advisory has been issued for any planned destination. As soon as a Advisory has been issued, no further fundraising, recruiting or marketing of any kind (for any planned destination) can occur until the request for exception has been approved.

B. *Required Documents:* When filing a request for exception, a full description of the scope of the trip must be include (e.g., a trip to Mexico must include any information about all destinations that may be visited during the trip, including, but not limited to, destinations outside the primary country for any period of time.) Requests for exception to the University Policy should include **all** of the following:

- A properly completed Request for Exception Form (available on the CIP website or in the office);
- A detailed itinerary with dates and times or travel, as well as means of transportation to, from and among the locations to be visited;
- Documentation of program design elements that address in-country conditions and concerns described in the Advisory;
- Letters of invitation verifying that the program partners understand University concerns and are prepared to address them, including, specifically, how they will be addressed; and,
- Any other materials as needed to demonstrate reasonable care/safety will be in place during the proposed travel.

C. *Committee Review of Request for Exception:* Upon receipt of the Request for Exception form and all supporting documents, the following will take place:

1) CIP convenes the International Travel Oversight Committee ("Committee"), which was appointed by the President and includes, but is not limited to, the Vice President Student Life/Associate Provost;;; the Director of Campus Ministry and, when applicable, the Campus Minister for Immersion Programs; the Director of the Center for International Programs; the Assistant Director for Semester Abroad and Health & Safety;; the Associate Director for Athletic Business Affairs; the Assistant Provost for Enrollment Management and an academic appointee recommended by the Provost

   The applicable Dean or Associate Dean, the applicable Department chair, the University's Office of the General Counsel and the University's insurance broker shall not serve on the Committee, but shall be available to consult with and advise the Committee, as needed and requested.

   The Committee shall be chaired by the Vice President for Student Life/Associate Provost, who shall convene the Committee as needed.

2) The Committee will review the appeal, request any further information, including but not limited to documentation needed to inform its deliberations and decision regarding the appeal. Such information shall include, but is not limited to:

a. Letter of invitation from the hosts addressing conditions in applicable Advisories and verifying commitment to safety and how they plan to address safety issues presented in the Advisory for the individual or group engaging in the international travel experiences.

b. Documentation that specifically addresses the points in the Advisory and explains how these points do not pertain to the intent of the project or impact it or how the project or trip design mitigates same.

c. Descriptions of the exact locations to be visited/worked and housing to be provided, including geographic setting and safety overview.

d. Factors that may impact the scope of the travel, e.g., what part of the country is the unrest leading to the Advisory occurring (is the trip localized and will it be so for entire duration); age of participants (undergraduates or adult students); purpose of the trip (touring, academic study, mission focus or other); and travel experience level of trip leaders and participants.

e. Description of trip leader and adult facilitator responsibilities, who will serve as trip leader/adult facilitator and who will be the back-up trip leader/adult facilitator, as well as any type of training provided to both.

3) CIP verifies that there is no exclusion under applicable insurance coverage and the scope of liability insurance with the insurance broker's Account Executive assigned to the University (not medical, but liability).

4) CIP notifies the Provost of the Committee's recommendation (including insurance situation). CIP's and the Committee's recommendation are advisory to the Provost.

D. *Decision of Provost:* If the Provost approves the request for exception, the CIP will notify the petitioner in writing, reflecting in such communication, as needed, any "conditions" or additional steps that are required such as notifying parents, purchasing an emergency assistance plan, etc. Upon approval of the Provost the CIP thereafter proceeds with the standards pre-departure process, plus assures that a Warnings Addendum is included as part of the University Travel Consent & Waiver of Claims.

In addition to the steps listed above, the Provost will confer, as needed, with the President of the University and others regarding the decision. The decision of the Provost is final.

In cases where exceptions have been granted, any changes in the circumstances on which the exception was granted, must be immediately brought to the attention of the Provost by the director of the office sponsoring the trip, with concurrent documented notice to the CIP and the area Dean and/or Vice President.

E: Cancelling Trips That Have Already Started:

At any time, program leaders may recommend to the CIP cancelling or rerouting their trip if they are concerned about participant safety.

In event the U.S. State Department issues a Level 3 or Level 4 Travel Advisory, trips are to be rerouted, or will be terminated and participants will be brought home as soon as possible. Exceptions to this provision shall be granted by the Provost or designee after consulting the International Travel Oversight Committee. If the need for expediency dictates an immediate decision, the Provost or designee will make a decision independently.

Sources of information to determine if a trip should be rerouted or cancelled prior to U.S. State Department Travel Advisory may include:

a. Declaration of war by a third country against the country in or near where the program is located.
b. Terrorist activity in the program city.
c. Protracted or indefinite closure of the university where the program is located.
d. Inability of the local staff/tour operator to organize and carry out the academic program.
e. Long term disruption of public utilities and/or services.
f. Wide-spread civil unrest, violence and/or rioting.
g. A declaration of martial law in the program city.
h. Recommendation of suspension/cancellation by the program staff, tour operator/agents in country.

IV. **Additional Procedures for Non-Academic, University-Sponsored Student Travel** ***(Individual Students and Faculty or Staff Planning Travel with Students)***

A. *Submit Online Travel Request Form:* At least six months prior to the date of departure (or earlier, if deposits become non-refundable), the Trip Leader or Individual Student Traveler will complete the appropriate, on-line Travel Request form which is available in the Nest. Completed Travel Requests will be reviewed by the CIP for location concerns. If approved, the CIP will contact the Trip Leader or Individual Student Traveler to notify them of the post-approval requirements (see below). However, all approvals must be granted before any transactions are made or the trip is advertised to students. Please note that, in special circumstances, applications may be considered after the six-month period

B. *Post-Approval Requirements:* Once travel plans are confirmed, the Trip Leader will be required to complete a brief, on-line travel registration (http://internationalprograms.sju.edu/?go=tripleader). The CIP will also create a program-specific registration for the student travelers and provide the group with instructions for completing the requirements, as listed below:

1) *Complete Travel Registration Questionnaire:* Trip Leaders and Individual Student Travelers will be required to answer additional, follow up questions about their confirmed travel plans.

2) *Attend Risk Management Training or Student Pre-departure Orientation:* All Trip Leaders and Adult Facilitators must attend a risk management training session before taking students abroad. The session – presented by the CIP with possible representation from other relevant Student Life offices - will address student and trip leader expectations, dealing with student behavioral issues, insurance requirements, responding to emergencies, and more.

All Student Travelers (including those participating in group travel) are required to attend a health and safety orientation program designed for students and facilitated by the CIP.

Exact dates for these meetings will be provided to Travelers through their on-line portal. The respective colleges/departments will assist the CIP in ensuring attendance and the CIP will report back to the respective colleges and/or departments in case of absences.

3) *Submit Forms, Waivers and Proof of Insurance:* Student Travelers will have access to forms requiring their electronic signature, including an Informed Consent and Waiver of Claims Form and a Community Standards Agreement. Trip Leaders and Adult Facilitators must ensure that each student participating in a group trip completes these digital forms at least 30 days prior to departure. Any student who has not completed all forms at least 30 days in advance of the trip shall not be permitted to take the trip regardless of payments, deposits or purchased tickets. All Travelers will be able to upload their proof of health insurance while abroad through the on-line system.

4) *Registration with the U.S. Department of State:* Trip Leaders must register their group with the U.S. Department of State to receive Warnings and other country-specific notices. Individual Student Travelers must register themselves. The process should take no more than 10 minutes. To register, go to https://step.state.gov/step/.

5) *Complete Post-Travel Report:* All Trip Leaders and Individual Student Travelers are required to submit a post-travel questionnaire, which will be available to them through the on-line application portal after the trip ends. The Traveler must print a copy of the completed questionnaire and submit it to the department overseeing the trip.

V. Additional Procedures for Individual, University-Sponsored Administrator and Staff Travel (for Travel Advisory locations)

A. *Post-Approval Requirements:* If approval is granted for University travel to a Travel Advisory destination, the Administrator or Staff Traveler must register their travel through the CIP's on-line registration system. A link will be provided by the CIP. This is also where Travelers can view important pre-departure documents, upload important travel documents for secure storage and complete other SJU requirements, as follows:

1) *Complete Travel Registration Questionnaire:* The brief Travel Registration Questionnaire will allow the traveler to provide the CIP with details about their travel plans.

2) *Submit Proof of Insurance:* As per section VII. of this Policy, Administration and Staff Travelers must provide the CIP with proof of health insurance while abroad. These documents can be uploaded into the Traveler's secure, on-line profile and accessed at any time before and during travel.

VI. *Registration with the U.S. Department of State:* Administration and Staff Travelers must register their trip with the U.S. Department of State to receive Warnings and other country-specific notices.

The process should take no more than 10 minutes. To register, go to https://step.state.gov/step/.**Required Orientation**

All students participating in University Travel must attend a health and safety pre-departure orientation, developed and presented by CIP to ensure a consistency of knowledge regarding the requirements of the Policy and related considerations and requirements. CIP or its qualified designee will deliver the orientation, and attendance will be recorded and maintained by CIP.

As necessary, the CIP will consult with the campus community to continually update the orientation and its presentation format based on new known and applicable developments.

VII. Insurance Coverage

The University requires that all Travelers have or obtain adequate health insurance to protect against financial loss due to an unanticipated illness or hospitalization.

Student Travelers (whether individually or in a group) will be enrolled in the University-designated travel health plan. Information on the plan will be provided to the student prior to their departure.

Faculty and staff may have limited international health insurance coverage through their Saint Joseph's University medical plan. It is advised that faculty and staff travelers carefully review their current plan and consult with their insurance provider to confirm international coverage and the extent of that coverage. As part of the Saint Joseph's University benefits, faculty and staff Travelers also receive supplemental coverage for emergency services such as security and political evacuation, medical evacuation and repatriation of remains. Travelers will receive a description of this coverage and a card with contact information after registering their travel with the CIP.

If a faculty or staff Traveler wishes to purchase short-term traveler insurance to supplement the plans mentioned above, the Center for International Programs can provide that traveler with a list of companies to contact for quotes. Please note it is the responsibility of the Traveler to confirm coverage while abroad and to obtain funding for such coverage if needed (independently or through his/her department).

Prior to departure, staff and administrative Travelers will be asked to provide the CIP with proof of health insurance coverage while abroad.