

## **Interim International Travel Policy for Individual Faculty Research and Scholarship**

The following is a summary of the required registration procedures for faculty who travel without students on University-sponsored (\*) travel:

1. In the interest of protecting faculty health and safety, as well as providing support in an incident or emergency, faculty will need to seek written approval from the Provost for travel to any country for which a Level 3 or Level 4 Travel Advisory has been issued by the U.S. Department of State or where a Travel Warning has been issued by the World Health Organization, the Centers for Disease Control and Prevention and/or the Department of Treasury's Office of Foreign Asset Control. It is recommended that faculty seek written approval from the Provost at least 90 days prior to travel. The request form is available from the CIP.
2. If travel is approved, faculty must complete a brief, on-line travel registration through the CIP (link will be provided) and sign the *International Travel Policy for Faculty Research and Scholarship Waiver and Release of Claims Form* prior to travel to any country for which a Level 3 or Level 4 Travel Advisory has been issued or where there is reliable information of the presence of significant health or safety risks.
3. Prior to departure, the CIP office will provide faculty members with the following support services and information (via the on-line travel registration portal):
  - a. Country-specific information from the U.S. Department of State, including any Travel Advisories
  - b. Country-specific information from the Centers for Disease Control
  - c. Additional, country-specific information as needed
  - d. General safety advice
  - e. Insurance information
4. Registration and approval must be complete prior to requesting faculty development funds or arranging travel.

\*See *Definition of University-sponsored Travel* document