

UCR Policies and Procedures

Interim

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Policy Title: International Travel

Policy Number: 900-25

Responsible Officer:	Provost and Executive Vice Chancellor
Responsible Office:	Office of Provost and Executive Vice Chancellor
Origination Date:	03/06/2020
Date of Revision:	03/06/2020
Date of Last Review:	03/06/2020

I. Policy Summary and Scope

This policy outlines the requirements for University-Related International Travel to ensure the health, safety, and security of the UCR community, including while traveling. The policy applies to all members of the UCR community, including students, employees (staff, faculty and other academic employees), and visiting scholars.

II. Definitions

University-Related International Travel: travel by covered individuals outside of the United States (a) in which any UCR funding source is being used to support the travel or there will be a reimbursement request for the travel or (b) on University business or University-related activities, such as research, internships, education abroad programs, service, conferences, presentations, teaching, performances, and/or athletic competitions.

High Risk Travel: University-Related International Travel to destinations that UCR has determined, based upon information from the Centers for Disease Control and Prevention (CDC), the U.S. Department of State, WorldAware, the World Health Organization, and/or other information sources, that the country or region is experiencing a serious and uncontrolled infectious disease outbreak or other serious health hazard, including locations with CDC Warning Level 3 (Avoid Nonessential Travel) and Alert Level 2 (Practice Enhanced Precautions), which can be found at: <https://wwwnc.cdc.gov/travel/notices>.

III. Policy

All covered individuals planning University-Related International Travel must register in advance of their travel as provided in Section IV below. Failure to register travel may result in (a) delays in approval or non-approval of requested travel and (b) delays in the ability of the University to provide support in the event of an emergency.

University-Related International Travel must take into account minimum levels of logistical planning, risk assessment, and threat mitigation. The University may suspend or prohibit University-Related International Travel, even if previously approved, that is determined to be high risk. Unapproved High Risk Travel may result in the traveler not receiving funding (such as reimbursement) for the associated activity.

IV. Procedure

- A. Travelers (or their designees) must register **all** University-Related International Travel by booking through Connexus partners or register manually via the UC Away webpage (<https://ehs.ucop.edu/away>).
 1. It is the responsibility of the traveler to stay up-to-date on any travel notices or advisories regarding their destination(s). If the traveler did not receive approval for the trip under (B) below and the destination becomes a High Risk Travel destination, the traveler must immediately notify their supervisor, who will subsequently inform their unit/organizational head (i.e., Dean or Vice Chancellor).
 2. For students studying internationally via Education Abroad, the Office of International Affairs will register students in WorldAware and in the U.S. Department of State Smart Traveler Enrollment Program (<https://step.state.gov>).
- B. Those planning University-Related International Travel to High Risk Travel destinations must:
 1. Request and receive advance written approval from within the cognizant organization/unit up to the Vice Chancellor or Dean, with final approval from the Provost and Executive Vice Chancellor.
 - a. The request for approval should be made at least three weeks in advance of the employee's travel date.
 - b. Prior to approval, the traveler may be asked to meet or discuss trip planning and risk mitigation protocols.
 2. Register with the U.S. Department of State's Smart Traveler Enrollment Program (<https://step.state.gov>).
 3. When leading a group that includes students, faculty or staff must secure a signed acknowledgement and waiver from each participant traveling to High Risk Travel destination(s) indicating that the participant has read any applicable travel advisories and understands the potential risks of traveling abroad but are voluntarily choosing to travel despite those risks.
- C. All travelers are expected to familiarize themselves with and abide by entry, exit requirements of the destination country, and make timely arrangements for passports, visas, immunizations, and other requirements as necessary.

V. Appendices and References

A. UC Office of the President Policies

1. [Business and Finance Bulletin G-28, Travel Regulations](#)
2. [International Activities Policy](#)
3. [UC Travel Insurance](#)

B. UCR Policies

1. [Travel – Policy, Regulations, and Procedures \(900-20\)](#)

C. Resources

1. [Center for Disease Control and Prevention – Travel Health Notices](#)
2. [U.S. Department of State – Travel Advisories](#)

VI. Approval and Revision History

This policy was approved on an interim basis by the Provost and Executive Vice Chancellor on March 6, 2020. This is a new policy that will be reviewed in 6 months. If following that review, the policy receives final approval, it will be reviewed every two years.