

MEMORANDUM

To: Deans, Chairs and Directors
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
Subject: International travel procedures (supercedes previous travel procedures)
Date: 21 December 2011

Foreign travel for conferences, meetings, research, internships, study abroad, and other related activities is often necessary in fulfilling the university's mission. However, foreign travel – even to locations without US Department of State travel warnings or travel alerts – can present risks for travelers and the university from unexpected occurrences such as medical emergencies, natural disasters, political instability, crime, and terrorism. Proper planning and due diligence prior to travelling can help to mitigate the adverse effects of unexpected events.

When traveling outside of the United States on RIT business, employees are advised to obtain information about foreign car rentals, travel advisories and other insurance liability issues before departing for their trip. Contact Global Risk Management Services at 475-6135 for more information.

Faculty, staff, and students traveling to a foreign country on university business, at university expense, or study abroad must follow the procedures listed below and abide by RIT travel policy as found in: <http://finweb.rit.edu/controller/travel/manual.html>.

1. Obtain prior approval as follows:
 - a. When the travel destination is a country that does not have a US State Department travel warning or travel alert, or where there is other reliable information of no significant health or safety risks, the traveler must have advance approval from their dean or department head before incurring any expense or making travel arrangements.
 - b. When the travel destination is a country with a US State Department travel warning or travel alert, or where there is other reliable information of significant health or safety risks, the traveler must have advance approval from the division vice president before incurring any expense or making travel arrangements. No university funds can be used, or university sponsorship

- provided, in support of travel to these locations without prior approval. Contact Global Risk Management Services at 475-6135 for more information.
- c. It is the responsibility of the traveler to check the current travel warning and alert lists, obtain the necessary authorization, and to read and abide by the information contained in the travel warning or travel alert. Travelers should also read the Department of State's "Tips for Traveling Abroad."
2. For Study Abroad programs:
 - a. The RIT Study Abroad Program Requirements, adopted by the provost, must be followed. Contact the office of Academic Enhancement Programs for assistance.
 3. Obtain travel assistance information and a travel assistance identification card from Global Risk Management Services.
 4. Leave detailed trip information with your department. (i.e. contact information, itinerary, copy of passport, etc.)
 5. Report all emergencies while traveling to Public Safety at 585-475-3333.
 6. Approval of foreign travel may be withdrawn by the University at any time if conditions warrant cancellation.
- c: John Zink, Assistant Vice President, Global Risk Management Services
Sue Provenzano, Assistant Vice President, Academic Affairs