

MEMORANDUM

To: Deans, Chairs and Directors
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
Subject: International travel procedures (supersedes previous travel procedures)
Date: March 6, 2018

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 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 traveling 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: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual#F>.

1. Obtain prior approval as follows:
 - a. When the travel destination is an area which carries a U.S. State Department Level 1 (Exercise Normal Precautions) or Level 2 (Exercise Increased Caution) 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 an area with a U.S. State Department Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) 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 State Department levels, obtain the necessary authorization, and to read and abide by the specific information contained in the travel advisories. Travelers should also enroll in the Smart Traveler Enrollment Program (STEP), a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate and read the State Department's "Traveler's Checklist" at travel.state.gov.
2. For Study Abroad programs:
 - a. The RIT Study Abroad Program Requirements, adopted by the provost, must be followed. Contact the Office of International Education and Global Programs (RIT Global) for assistance.
 3. Obtain worldwide travel assistance information and 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. Become familiar with the "RIT International Traveler Emergency Response Plan" and other "Travel Guidelines" at <https://www.rit.edu/fa/grms/guidelines.html>. 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, Associate Vice President, Global Risk Management Services
Sue Provenzano, Assistant Vice President, Academic Affairs