APM 70.23 University International Travel
February 2015

A. Definitions.

A-1. Authorized Third Party. Any person not a University faculty, staff, or student, who is authorized to travel for University business, programs or other purposes, including, without limitation, volunteers, contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led University International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, faculty, staff, authorized third parties, alumni, or the public. This may include but is not limited to travel for study, research, field work, service, internship, or volunteer work.

A-3. Non-University International Travel. Travel outside the United States that is not related to University business, programs, or other purposes or that is not within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, for which the University assumes no control or responsibility, and provides no credit or funding. Individuals are not entitled to any international travel-related benefits during Non-University Travel. The following are some examples of Non-University International Travel: personal travel, such as spring break or vacation travel and travel that is not approved by the University. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-4. University International Travel. Travel outside the United States that: 1) is related to University business, programs, or other purposes, or that is within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, and 2) meets the conditions and has been reviewed and approved consistent with the requirements set forth in this procedure. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-5. Travel Warning. Issued by the U.S. Department of State to describe conditions that make a country dangerous or unstable. A travel warning is also issued when the U.S. government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. A current list of countries with a U.S. Department of State Travel Warning can be found through the International Programs website at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel.

A-6. University International Emergency Management Team (“UIEMT”). An ad hoc group consisting of University administrators who support and assist faculty, staff and students who are participating in University travel or are otherwise on University business abroad to address emergencies, such as outbreaks of violence, political unrest, or medical emergencies. The UIEMT also considers requests for exceptions to this policy prior to international travel. The UIEMT is composed of the Director of the International Programs Office, the Study Abroad Director, the Vice Provost for Student Affairs or representative, Office of Risk Management (Risk) representative(s), Legal Counsel (as needed), and other faculty/administrators as needed.
Note: Other University support services are available to support travelers when they return or to support the UIEMT, as necessary. These services include but are not limited to the Counseling and Testing Center, Student Health, and the Student Health Insurance Program.

B. International Travel Approval Procedure.

B-1. In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University of Idaho will not authorize international travel by faculty, staff, authorized third parties, or students on behalf of or under the auspices of the University, unless that travel has been reviewed and approved consistent with the procedures set forth herein and procedures supplemented by this section, including the University Administrative Procedures Manual (“APM”) Section 45.19, U.S. Export Controls; APM Chapter 70, Travel Management; and APM Chapter 05, Risk Management.

a. In order for international travel by University faculty, staff, or authorized third parties to be considered University International Travel, such travel must, prior to departure, be:
   (i) Registered with the International Programs Office (“IPO”) through its online international travel registration system available at: http://www.uidaho.edu/international/registrationstaff-opportunities/international-travel/international-travel-registration;
   (ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4, below.)
   (iii) Approved in advance through the use of a travel authorization (see APM 70.05);
   (iv) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development (“ORED”) (see Section B-3 below; APM 45.19).

To ensure adequate time for any review or approval required under Section B-1(a), all required information and materials should be submitted not later than thirty (30) days prior to departure. Units under this Section may be unable to timely complete the necessary reviews and approvals when information or materials is supplied less than thirty (30) days prior to departure; the University does not, in these circumstances, guarantee completion of such approvals or reviews.

Responsible units receiving timely submitted materials for review under Section B-1(a) should complete review and/or provide approval or should communicate the reason for the denial or delay within twenty-one (21) days from receipt of the materials.

b. In order for faculty and/or staff-led international travel to be considered FSIT (see definition in A-2 above), such travel must be:
   (i) Approved by IPO by the deadlines listed below. Faculty/Staff leaders can submit a preliminary proposal for such travel through its online international travel system available at: http://www.uidaho.edu/international/registrationstaff-opportunities-taking-students-abroad.

<table>
<thead>
<tr>
<th>Term Abroad</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall, Fall Break, Winter, Intersession</td>
<td>December 1 of prior year</td>
</tr>
<tr>
<td>Spring, Spring Break, Summer</td>
<td>August 1 of prior year</td>
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(ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below.)

(iii) Reviewed by IPO for adherence to University policies regarding risk management, FSIT program budget, student fee creation, and contracts.

(iv) Approved in advance through the use of a travel authorization (see APM 70.05);

(v) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

c. In order for international travel by University students to be considered University International Travel, such travel must be:

(i) Approved by IPO by the deadlines listed below. Students can apply through its online international travel system available at: http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply.

<table>
<thead>
<tr>
<th>Term Abroad</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>April 1</td>
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<tr>
<td>Fall Break</td>
<td>May 1</td>
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<tr>
<td>Academic Year</td>
<td>April 1</td>
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<tr>
<td>Winter Intersession</td>
<td>October 15</td>
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<tr>
<td>Spring</td>
<td>October 15</td>
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<tr>
<td>Spring Break</td>
<td>January 31</td>
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<tr>
<td>Summer</td>
<td>April 1</td>
</tr>
<tr>
<td>Non-Study Abroad Travel</td>
<td>30 Days Prior to Departure</td>
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<tr>
<td>(Ex. Conferences, meetings, short-term research activities)</td>
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</tbody>
</table>

(ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below).

(iii) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

Failure by a student to receive review and/or approval required under Section B-1 (c) may result in the student (i) not receiving academic credit, (ii) not being eligible to receive any financial aid, and/or (iii) having to reimburse the University for any University monies disbursed.

**Timely registration and submission of required information for review under Section B-1 (a), (b) or (c) does not guarantee that the University can approve travel by the anticipated travel date (see e.g. Section B-2 below).**

Any international travel undertaken without prior review and approval required under Section B-1 shall be considered Non-University International Travel and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grant or contracts. In addition, any traveler on Non-University International Travel will not be eligible for coverage under the University’s insurance policy while travelling, and the defense of any legal matters arising from the travel will be solely the individual’s responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University
faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

**B-2. Export Control and Trade Sanctions Review.** The University, and University faculty, staff, authorized third parties, and students traveling abroad, must consider the effect of U.S. export control and trade sanction and embargo laws and regulations on any proposed international travel to ensure that the University and the traveler(s) are in compliance with U.S. law. Violation of these complex laws and regulations can result in severe criminal and civil penalties to both the individual traveler and the University. University faculty, staff, authorized third parties, or students traveling abroad may become “exporters” through taking controlled technology or other controlled information (including, for example, information in papers or stored on laptop computers to a foreign country and/or disclosing such information to non-U.S. persons or through taking or shipping controlled tangible items (including, for example, laptops, sensors, test instrumentation, biological materials or other similar tangible goods) to a foreign country or non-U.S. person. Similarly, University personnel and students may engage in regulated transactions through engaging in financial transactions with, or providing goods or services to, countries or designated nationals of countries subject to trade sanctions or embargoes. In the case of Cuba, travel to the country itself is regulated and cannot be undertaken without appropriate federal authorization.

The University of Idaho’s export control analyst in the Office of Research and Economic Development will assist personnel in determining the applicability of export control and trade sanction and embargo regulations and obtaining any necessary licenses: (208) 885-6651 or ored-export@uidaho.edu. Should the analyst determine that a license is required, please note that it may take several months to receive a federal license determination, and, if granted, a license. It may take seven or more months for a license determination involving nations of countries subject to OFAC-enforced sanctions. University personnel requesting travel must plan accordingly. Please see the University website for information about OFAC and other export regulations: http://www.uidaho.edu/research/export-control. For information regarding OFAC sanctions program countries, please see http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx.

**B-3. Role of the International Programs Office in University International Travel.** IPO provides reasonable services to assist in University International Travel, including, but not limited to, securing necessary insurance coverage for students, advising regarding insurance coverage for staff, faculty, and affiliate participants, providing and collecting necessary University waivers, student disciplinary and medical histories, and the monitoring of government and international sources for the latest information affecting the safety and security of regions where the travel is to take place. IPO also facilitates communications and acts as liaison between the University and all foreign centers and affiliated foreign universities. IPO services include:

a. **Student Travel.** Programmatic, pre-departure, and risk management oversight.

b. **Faculty/Staff University International Travel without Students or Others.** Traveler tracking and travel insurance advisement responsibilities.

c. **Faculty/Staff-Led University International Travel (FSIT) with Students or Others.** Programmatic, pre-departure, risk management, contract consultation and support, budget and program fee oversight, travel authorizations, student fee assessment, and payment of overseas vendors.
d. **Program safety and security.** IPO is responsible for monitoring alerts and warnings regarding the regions in which University-approved student or FSIT is taking place.

   (i) Students, authorized third parties, staff, and faculty participants will be notified prior to departure of any known issues, alerts, or warnings which may affect their destination. If the travelers have already departed, the University will use reasonable measures to communicate any known necessary and relevant travel alerts/warnings to program participants.

   (ii) Severe security and safety concerns may result in the non-approval of travel, the suspension of international travel and withdrawal of all travelers from the region, and/or the amendment of the program curriculum (if applicable), with assistance provided by IPO, Risk, and other departments as necessary (see Section B-4 below).

e. **IPO Fees.** IPO will charge a per-participant application fee and depending on the program, a registration/programming fee for their services. Payment of these fees is required before the travel will be approved.

B-4. **University International Travel – Travel Warning Countries.** The University strongly discourages all travel to Travel Warning countries or regions when viable alternatives are available. If a Travel Warning goes into effect during University travel, the U.S. Embassy/Consulate in that region must be contacted immediately and any guidance provided regarding immediate departure must be followed.

a. **Student Travel.** University International Travel by students to University-affiliated universities or programs where a Travel Warning is in place is prohibited, especially if alternative venues for projects and research are available. If there is a compelling academic or other reason why a student must travel to a Travel Warning country, the student can petition the UIEMT for approval to travel there. If the student receives approval from the UIEMT to travel to a Travel Warning country, the student should closely monitor the situation to determine if he/she should continue as planned, while keeping his/her safety foremost in mind. If permission is denied by the UIEMT and the student decides to travel to the Travel Warning country anyway, this travel will be considered Non-University International Travel and the student will not be eligible to receive academic credit, funding, or other kinds of support from the University.

   If a Travel Warning goes into effect during a University study/research program, the U.S. Embassy/Consulate in that region and IPO must be contacted immediately and any guidance provided regarding immediate departure must be followed. If a student chooses to remain in the country despite the guidance provided regarding immediate departure, the student’s travel will be converted to Non-University International Travel. The student’s registration at the UI will be cancelled and any financial aid or other payments for said program will be recalled in accordance with federal financial aid regulations.

   Students who express the intent to travel to or remain in regions subject to Travel Warnings must sign a separate University Acknowledgement of Risk and Waiver of Liability form, recognizing such voluntary intent to travel to/remain in the region against the University’s advice and releasing the University from any additional liability or return arrangements. This release will be kept on file with IPO.
University units are prohibited from financially supporting student travel to Travel Warning countries through travel grants or any other means, except in the case that the travel has been preapproved by UIEMT. Every unit should discourage any travel to Travel Warning countries.

b. **Employee Travel.** Travel to Travel Warning countries is permitted, but discouraged, especially if alternative venues for projects and research are available. Faculty/staff members are required to register their travel with IPO prior to departure.

The traveler’s unit must consult with IPO and Risk prior to departure to a Travel Warning country to ensure appropriate insurance coverage for medical evacuation, security evacuation, and repatriation, the cost of which the units of the employee traveling must bear.

c. **Faculty/Staff-Led International University Travel.** Faculty/Staff-Led travel with students or others to Travel Warning countries is prohibited.

**C. Contact Information.** Problems or questions concerning these requirements for international travel can be addressed to:

**Study Abroad**
Email: abroad@uidaho.edu
Phone: (208) 885-7870
Fax: (208) 885-2859

**Export Controls Analyst**
Email: ored-export@uidaho.edu
Phone: (208) 885-6651

**D. Forms and Examples.**

**D-1. Faculty/Staff/Affiliate Travel Registration**
http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration

**D-2. Faculty-Staff-Led International Travel Proposal Form and Guidelines -**
http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad

**D-3. Student Process for University International Travel**
http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply