

INTERNATIONAL TRAVEL RESOURCES, GUIDELINES AND POLICIES

Rationale/Purpose of the Policy

In support of the international work that is needed to help carry out UW–Madison’s mission in which faculty, staff, and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will help ensure the survival of this and future generations and improve the quality of life for all, the safety and security of UW–Madison employees and students abroad is of utmost importance. In order to help protect our employees and students, the following policy was adopted to ensure that a consistent set of standards are followed to address concerns about the health and safety of UW–Madison employees and students during university-affiliated international travel.

It is not the intention of this policy, either explicitly or implicitly, to intrude upon or otherwise restrict the academic freedom of any member of the university community. It is the sole intention to provide a framework for safeguarding the university community with respect to university-affiliated international travel.

This policy is in addition to, and does not replace, any other university policies, most notably the [UW-3015 Accounting Services Travel Policies & Procedures \[library/UW-3015\]](#).

Definitions

University-affiliated travel Includes, but is not limited to, travel funded by or disbursed through a university account; travel organized, endorsed, and/or sponsored by a university employee; or travel that involves academic credit granted by the university.

Policy

I. Resources

- A. International safety and security director: The international safety and security director shall serve as the university’s responsible official for promoting the health, safety, and security of the university’s employees and students abroad. The duties of the director shall include:

1. Policy development, review, and implementation;
 2. Proactive risk assessment and emergency preparedness;
 3. Crisis management (including 24/7 availability to advise on emergencies related to international university-affiliated activities);
 4. Training and outreach; and
 5. Coordination of university resources in support of safety and security abroad.
- B. Prior to and during traveling, UW–Madison students, staff, and faculty are expected to monitor the U.S. Department of State travel information including country information, travel alerts, and travel warnings (as defined in section I.4 of this policy), as well as the Centers for Disease Control and Prevention (CDC) alerts and notices. To receive the latest travel updates and country information, university employees and students are encouraged to register online with the U.S. Department of State Smart Traveler’s Enrollment Program (STEP).

Important websites include:

U.S. State Department:

- General: [US State Department Travel Resources \[https://www.state.gov/travelers/\]](https://www.state.gov/travelers/)
- Tips for traveling abroad: [travel.state.gov: Before You Go \[https://travel.state.gov/content/travel/en/international-travel/before-you-go.html\]](https://travel.state.gov/content/travel/en/international-travel/before-you-go.html)
- STEP registration: [Smart Traveler Enrollment Program \[https://step.state.gov/step/\]](https://step.state.gov/step/)

Centers for Disease Control and Prevention:

- [General Travelers Health \[http://www.cdc.gov/travel\]](http://www.cdc.gov/travel)
- [Survival Guide to Safe and Healthy Travel \[http://wwwnc.cdc.gov/travel/page/survival-guide.htm\]](http://wwwnc.cdc.gov/travel/page/survival-guide.htm)

- C. University-affiliated travelers should address any health and safety concerns prior to departure. Recommended steps include consultation with personal medical and/or mental health providers to develop plans for ongoing healthcare needs, a visit to a specialized travel medicine provider for required or recommended preventive immunizations and medications, a dental check-up, and education about health and safety in the travel destination. Many university programs and activities also may request the completion of the UW-Madison Affiliated International Travel Health & Wellness Information Form which provides health information in the event of an emergency.

- D. For the purposes of this policy, **“travel warning locations” are identified as locations that are under a U.S. Department of State Level 3 or Level 4 advisory and/or a CDC Notice Warning Level 3; or those locations additionally identified by the provost, upon recommendation by the University International Travel Committee, as representing significant health or safety risks for the university’s travelers.** Locations within countries may be characterized with different State Department travel advisories than the country itself. Travel to locations that are characterized by a Level 3 or Level 4 within a country that is characterized as a Level 1 or Level 2 is also considered under a travel warning for the purposes of this policy. The term “travel warning” will be used throughout this policy as defined in this paragraph.

U.S. Department of State advisory level designations can be found on the [country information page for the destination \[https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html\]](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html).

CDC notices can be found on the [CDC webpage \[https://wwwnc.cdc.gov/travel/notices\]](https://wwwnc.cdc.gov/travel/notices).

- E. For additional resources related to international travel, visit the [university’s International Travel website \[http://internationaltravel.wisc.edu\]](http://internationaltravel.wisc.edu).
- F. For questions regarding this policy, individuals may contact the chairperson(s) of the University International Travel Committee.

II. University Employees

- A. For the purpose of this policy, the term “university employees” includes all persons employed by the university as faculty, academic staff, classified staff, student assistants, employees-in-training, and limited unclassified staff appointments as defined by applicable university policies and as applicable to the particular travel experience. For a student who is also an employee, in order to be considered a university employee for the purposes of this policy, the university-affiliated travel must fall fully within the scope of their employment at the university; otherwise, they will be considered a “student” for the purposes of this policy. The department chair or organizational leader will review the specific circumstances relevant to the individual’s travel and determine the capacity of that travel abroad as being in either student or university employee status. The spirit and intent of this policy should guide that determination.
- B. Documentation regarding international travel:

1. To ensure coverage by the Wisconsin State Liability and Worker's Compensation programs, university employees are advised to confirm with their dean (or designee), chair, director, or employment supervisor, in writing, the individual's university-affiliated international travel plans before commencing travel. This written documentation serves to confirm the university-affiliated travel is deemed to be related to the mission of the university and that the university employee will be acting within the scope of employment while traveling.
 2. Please note that undocumented travel and personal side trips unrelated to university business may not be covered under the state's liability or worker's compensation programs. Employees are encouraged to obtain supplementary medical and repatriation coverage independently for such activities.
- C. While traveling abroad, university employees involved in educational/research activities abroad are automatically enrolled in a special medical evacuation and repatriation program (currently through the EUROP assistance program) and are strongly encouraged to enroll in the Cultural Insurance Services International (CISI) program for other health and medical support coverages. University employees are covered by worker's compensation if injured in the course of employment regardless of work location.
- D. **The university strongly recommends against, but does not prohibit, university employee travel to locations where the U.S. Department of State or CDC has issued an official travel warning (as defined in section I.4 of this policy) or where there is other reliable information of significant health or safety risks.** The final decision regarding travel to such areas lies with the university employee and their respective employment supervisor.
1. No university employee will be required to travel to a location under a travel warning to fulfill their employment duties.
 2. The university reserves the right to require the execution of an appropriate assumption of risk form and/or release before authorizing any arrangement of and/or funding for travel to locations where the U.S. Department of State has issued an official travel warning, or where there is other reliable information of significant health or safety risks.
 3. University employees who are in a location at the time a travel warning for the location is issued, are advised to contact the nearest U.S. embassy or consulate to obtain all relevant information and guidance and are advised to leave the area by the most expeditious and secure means available. They are further advised to contact

their sponsoring university department or unit at the earliest opportunity with information about their whereabouts and plans.

- E. It is the responsibility of all university employees who intend to take equipment, technology, or software abroad to confirm they are in compliance with U.S. export control laws.

Information regarding the university's [Export Control Program](https://research.wisc.edu/respolcomp/exportcontrol)

[\[https://research.wisc.edu/respolcomp/exportcontrol\]](https://research.wisc.edu/respolcomp/exportcontrol) can be found online

[\[https://research.wisc.edu/respolcomp/exportcontrol\]](https://research.wisc.edu/respolcomp/exportcontrol).

III. University Students

- A. University students participating in university-affiliated international travel are required to notify in writing the appropriate university faculty and/or staff member associated with the affiliated activity. Participating students will follow all activity or program-specific requirements, if applicable, for university-affiliated travel. These may include, but are not limited to, completing travel documentation forms and providing copies of their passports' information pages, airline or other travel tickets, in-country contact information, and itineraries.

- B. University students are required to have comprehensive health insurance that provides coverage for medical care while abroad, including medical evacuation and repatriation. Students studying/traveling abroad under a university-affiliated program must enroll in health insurance through the University of Wisconsin System-approved insurance plan. For more information, visit the [Division of Business Services International Health Insurance page \[https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/\]](https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/)

- C. Travel Warning Policy for University Students

1. The following policy has been developed to help protect the safety and wellbeing of those students who travel abroad for university-affiliated purposes.

2. **For the purposes of this policy, “travel warning locations” are defined as in section I.4.**

- i. The university will not operate a program in or send a student to any travel warning location unless an exemption to do so is specifically granted by the vice provost and dean of the International Division, and students will not be required to study or do research in a location under a travel warning in order to satisfy a course or degree requirement. Any participant who wishes to decline participation in a program or activity in a location under a travel warning should

be accommodated. University students who have a compelling educational reason to travel to or remain in such a location may submit a request for consideration for an individual exemption as outlined below.

- ii. Faculty or staff accompanying university students abroad in violation of this policy will not be considered as acting within the scope of their employment during the unapproved travel and may not receive the legal protections provided to state agency employees under the Wisconsin State Liability and Worker's Compensation Program; they, therefore, risk personal liability.
- iii. Travel Warning Policy Exemptions
 - a. University students, either as individual travelers or as part of a group, who have a compelling educational reason to participate in university-affiliated travel to a location(s) under a current U.S. travel warning may submit a request for consideration for an individual or group exemption to this policy prior to making travel arrangements to such location(s).
 - b. The Travel Warning Policy Exemption Request Form must be submitted to the international safety & security director for the UITC's consideration by the university student, or in the case of travel through an organized program, by the sponsoring unit.
 - c. A Travel Warning Policy Exemption may be granted under those circumstances when:
 - There are academic or research objectives that can only be achieved through travel to the proposed locations; and
 - The safety and security risks posed by the travel can be adequately mitigated.
 - d. Please refer to [UW International Safety and Security](http://internationaltravel.wisc.edu) [<http://internationaltravel.wisc.edu>] for the current Travel Warning Policy Exemption Request Forms, waiver forms, and application process and procedures.
- iv. When a university student and/or program is currently in progress and a travel warning for the location is issued:
 - a. The University International Travel Committee will review the travel warning to determine if the circumstances pose a threat to the health or safety of individuals participating in university-affiliated travel to that destination and/or if the language of the warning is directive in nature.

The international safety and security director and the University International Travel Committee will consider whether the individual travelers and/or programs should continue and whether any restrictions must be implemented (e.g., limiting travel within a location under a travel warning). All participants' requests to leave a program in a location under a travel warning should be accommodated as soon as possible.

- b. In the case of an immediate threat to student or student group's health, safety, or welfare, the international safety and security director or other designated university official may immediately suspend a program or a university student's travel and begin evacuation proceedings. Such action will be immediately communicated to the chancellor, the provost, the University International Travel Committee, and University Communications.
- c. When the U.S. Department of State or CDC issues a travel warning recommending that U.S. citizens depart a location immediately, all university students (or their program coordinator, if applicable) who are in the location must contact the nearest U.S. embassy or consulate to obtain all relevant information and guidance and must leave the location by the most expeditious and secure means available in coordination with CISI and the university. University students (or their program coordinator, if applicable) are required to contact their sponsoring university department or program at the earliest opportunity with information about their whereabouts and plans. The university will not continue to support students who choose to remain in or travel to a location for which a recommendation of immediate departure has been issued by the U.S. Department of State or the CDC. This may include the withdrawal of financial, material, or intellectual support; the negation of any prior approval for the transfer or granting of academic credit for coursework or experiences in the location; may jeopardize international health insurance coverage and repatriation insurance purchased through the university; and may jeopardize coverage via the state worker's compensation and liability programs that might have otherwise been applicable.

- v. University students applying to non-UW–Madison programs in locations with travel warnings: The university will not provide any support to students who wish to participate in non-university programs located in locations with travel warnings. A university student who is planning to transfer academic credit from participation in a non-university program in a location with a travel warning will submit a request for a Travel Warning Policy Exemption **prior** to travel.

This policy was developed by the 2013-14 University International Travel Committee and approved by the provost. Revisions to this policy may be implemented by the University International Travel Committee with approval by the dean and vice provost of the International Division. Questions about this policy should be directed to the international safety and security director.

Related UW-Madison Policies

[UW-3015 University Travel \[https://policy.wisc.edu/library/UW-3015\]](https://policy.wisc.edu/library/UW-3015)

Related UW–Madison Documents, Web Pages, or Other Resources

[Export control program \[https://research.wisc.edu/respolcomp/exportcontrol/\]](https://research.wisc.edu/respolcomp/exportcontrol/)

[UW Madison international safety and security \[http://internationaltravel.wisc.edu\]](http://internationaltravel.wisc.edu)

[UW Madison international health insurance \[https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/\]](https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/)

External References

[CDC General Travelers Health \[http://www.cdc.gov/travel/\]](http://www.cdc.gov/travel/)

[CDC Survival Guide to Safe and Healthy Travel \[http://wwwnc.cdc.gov/travel/page/survival-guide.htm\]](http://wwwnc.cdc.gov/travel/page/survival-guide.htm)

[CDC Travel Notices \[https://wwwnc.cdc.gov/travel/notices\]](https://wwwnc.cdc.gov/travel/notices)

[STEP Program Registration \[https://step.state.gov/step/\]](https://step.state.gov/step/)

[U.S. State Department, General Information \[http://www.state.gov/travelers\]](http://www.state.gov/travelers)



[U.S. State Department, Tips for Traveling Abroad](https://travel.state.gov/content/travel/en/international-travel/before-you-go.html)

[<https://travel.state.gov/content/travel/en/international-travel/before-you-go.html>]

[U.S. State Department Advisory Level Designations](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html)

[<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>]

[UW System Administrative Policy 145, Development and Operation of Off-Campus International Educational Programs for University of Wisconsin System Students](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/development-and-operation-of-off-campus-international-educational-programs-for-university-of-wisconsin-system-students/) [<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/development-and-operation-of-off-campus-international-educational-programs-for-university-of-wisconsin-system-students/>]

[UW System Administrative Policy 146, University of Wisconsin System Faculty and Academic Staff for Study Abroad and Study Away](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/university-of-wisconsin-system-faculty-and-academic-staff-abroad/) [<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/university-of-wisconsin-system-faculty-and-academic-staff-abroad/>]

[UW System Administrative Policy 148, Development and Operation of Contractual Training and Sponsored Students Programs](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/development-and-operation-of-contractual-training-and-sponsored-students-programs/) [<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/development-and-operation-of-contractual-training-and-sponsored-students-programs/>]

Policy Administration

Approval Authority

Provost and Vice Chancellor for Academic Affairs

Policy Manager

International Safety and Security Director

Policy Contact

International Safety and Security Director -- Ron Machoian, ronald.machoian@wisc.edu, (608) 890-2446

Policy History

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University

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