

Below are the pertinent portions of UWS Policy 410, governing Purchase and Payment of Business Air Travel. You can view the full policy at: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/purchase-payment-of-business-air-travel/>

6. [...]The required methods for making any UW System sponsored airline reservation are with the UW System's contracted travel management company agents or when utilizing the self-booking tool. [...] The following are exemptions to the required reservations methods and/or use of contracts:

University Organized or Faculty Led Programs: When UW System students are traveling for the primary purpose of participating in a university organized or faculty-led program, UW institutions may authorize exemptions, thereby allowing students to travel on their own and first meet as a group at an international location, if all of the following are in place and documented:

- The UW institution has formal internal guidelines that:
 1. identify a risk/opportunity threshold for participation or travel to specific destinations and
 2. provide a process by which the program leader can seek a waiver to the threshold from the institutional chancellor or vice chancellor, on behalf of all program participants.
- A cross-functional committee is charged to oversee and implement the travel guidelines; review and formulate positions on related issues; and make recommendations or decisions on requests for groups to meet at international locations and requests for waiver to the guidelines. Waivers must be documented on a per program basis.

Proposed policy:

1. OVERSIGHT: In accordance with UWS policy 410.6, The International Travel Safety Subcommittee of the International Committee will oversee and implement the travel guidelines.
 - A. DETERMINATION OF RISK/OPPORTUNITY THRESHOLD. For determining the risk/opportunity threshold, the following sources will be consulted:
 - a. <https://travel.state.gov>
 - b. <https://wwwnc.cdc.gov/travel/destinations/list/>
 - c. Any other travel safety sources deemed relevant by the program leader, the Study Abroad Director, or International Committee members.
2. PROCEDURE:
 - a. INITIAL EXEMPTION: All proposed study abroad programs seeking an exemption will complete a form provided by the CIE Study Abroad Office (see Appendix A). For all destinations showing the color GREEN on the UK foreign travel advice site map, OR a 1

or 2 on the U.S. Department of State's website, the approval of exemption will be done as a single subcommittee vote. Any other designation from EITHER of the sources will require a presentation by the proposing faculty leader and/or that faculty leader's designee. All approvals of the travel safety subcommittee will be moved to automatic consent on the International Committee agenda.

- b. RENEWAL OF EXEMPTION: The destinations of all programs that have received an exemption will be reviewed annually by the CIE Study Abroad Office. If the travel conditions have not changed according to the assessment sources, the program's exemption will be automatically renewed for another year. If the travel conditions have changed so as to require committee review according to the guidelines delineated in [DETERMINATION OF RISK/OPPORTUNITY], the program's exemption will be brought before the Subcommittee for International Safety.
- c. Exemptions recommended by the Subcommittee for International Safety will be forwarded to the Vice Chancellor or Vice-Chancellor's designee for final approval.