



INTERNATIONAL TRAVEL POLICY

No: SAAP 10-11

Date: February 28, 2020

Authority: UW System Administrative Policies 145, 146, and 405

Initiator: Provost and Vice Chancellor for Academic Affairs

Responsible Party: International Travel Health & Safety Committee

I. Purpose

As a globally-engaged university, the University of Wisconsin-Milwaukee (UWM) encourages international education, research, and outreach. At the same time, UWM must manage and/or mitigate the risks associated with international travel. The purpose of this policy is to establish procedures for certain international travel that may pose increased risks.

II. Policy

A. **General.** Prior to and during international travel, UWM students and employees are expected to monitor U.S. Department of State (USDOS) issued travel information including Country Information, Travel Alerts, and Travel Warnings, as well as Centers for Disease Control and Prevention (CDC) alerts and notices. To receive the latest travel updates and country information, UWM students and employees are encouraged to register online with the USDOS Smart Traveler's Enrollment Program (STEP). See list of resources in Section VII.

B. Travel Restrictions.

1. **Students.** Students engaging in University-Sponsored Travel (defined below) are prohibited from going to, from, or through Travel Warning Locations (defined below). Students who are already in a location when it is designated a Travel Warning Location must leave the location by the most expeditious and secure means available. Recognizing that international experiences are unique and sometimes require a knowledgeable review in order to determine the degree of risk present, exceptions to this prohibition may be approved by UWM's Provost, in writing and on a case-by-case basis. This waiver process is initiated by completing and submitting a Travel Risk Assessment form (Appendix A). A waiver for student travel may be granted under circumstances when: (1) there are academic and research objectives which can only be achieved through travel to the proposed locations, and (2) the safety and security risks posed by the travel can be adequately mitigated.
2. **Employees.** Employees engaging in University-Sponsored Travel are strongly discouraged from going to, from, or through Travel Warning Locations. Employees who are already in a location when it is designated a Travel Warning

Location should leave the location by the most expeditious and secure means available. Although employees are not required to secure a waiver to this policy in order to travel to a Travel Warning Location, they are required to complete and submit the attached Travel Risk Assessment form (Appendix A).

3. **Export Controls.** It is the responsibility of all UWM 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 can be found on UWM's Office of Sponsored Programs' website.
- C. **Returning Travelers.** Returning travelers are expected to follow any applicable guidance by public health authorities.

III. Definitions

- A. **Travel Warning Locations** are locations that are under a USDOS Level 3 or Level 4 advisory, a CDC Notice Warning Level 3, or those locations additionally identified by the Provost as representing significant health or safety risks for UWM travelers.
- B. **University-Sponsored Travel** includes, but is not limited to,
- travel on UWM-related business, including research,
 - travel that relates to an employee's professional interests and positions such as board or other professional organization roles,
 - travel paid in full or in part by UWM,
 - travel organized, endorsed and/or sponsored by UWM or organizations associated with UWM such as student clubs, or
 - travel that involves academic credit granted by UWM.

IV. Procedures

- A. **Designating Additional Locations as Travel Warning Locations.** Upon recommendation by UWM's Center for International Education (CIE) Director for Study Abroad and/or UWM's Risk Manager, the Provost may designate an additional location as a Travel Warning Location if it presents significant health or safety risks for UWM travelers. CIE's Director for Study Abroad and UWM's Risk Manager are responsible for making timely recommendations to the Provost about such locations. In making recommendations to the Provost, they will consider health, safety, and security factors in that destination, as well as the availability of health and evacuation support under UWM insurance policies. They may also consult, in their discretion, with appropriate UWM administrators, including but not limited to, UWM's Health Officer, Dean of Students, UWM Police Chief, Vice Chancellor for University Relations, and Chief Legal Counsel. CIE's Director for Study Abroad and UWM's Risk Manager will maintain documentation of their considerations under this policy.

B. Travel Exceptions. Students or employees who wish to travel on University-Sponsored Travel to Travel Warning Locations must complete the Travel Risk Assessment and email it to both CIE's Director for Study Abroad and UWM's Risk Manager. For planned travel, this form must be submitted at least 60 calendar days prior to the anticipated travel or as soon as reasonably practicable. CIE's Director for Study Abroad and UWM's Risk Manager will review the information presented, seek additional or clarifying information if necessary, consult with appropriate UWM administrators, and make an appropriate recommendation to the Provost. For students, the Provost may deny a waiver request or grant it with or without additional mitigation measures. For employees, employees who fail to submit this form may be denied reimbursement for any travel-related expenses.

C. Designees. If the Provost is not available, the Vice Chancellor for Finance and Administrative Affairs will be designated to act in their place under this policy.

V. Contact Information

UWM's Center for International Education: overseas@uwm.edu

UWM's Office for Risk Management: riskmgt@uwm.edu

VI. Forms. A Travel Risk Assessment form is included in Appendix A.

VII. Resources:

U.S. State Department.

- General: <https://travel.state.gov>
- Tips for Traveling Abroad: <https://travel.state.gov/content/travel/en/international-travel.html>
- STEP Program Registration: <https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>

Centers for Disease Control and Prevention.

- General: <http://www.cdc.gov/travel>
- Survival Guide to Safe and Healthy Travel: <http://wwwnc.cdc.gov/travel/page/survival-guide.htm>

Attachment A
Travel Risk Assessment Form

Traveler (name and department): _____

Travel Warning Location: _____

Proposed Dates of Travel in Travel Warning Location: _____

Other Traveler Name(s): _____

1. Describe the purpose of your travel.
2. Provide a complete itinerary, including accommodation plans, transportation, and proposed activities.
3. Describe the importance and relevance of travel to this location, including why this activity needs to take place as described and how it fulfills academic or research goals (either individual or for your department/unit).
4. Describe the specific dangers/risks listed in the USDOS or CDC travel advisories and how you will minimize those risks. Indicate specific resources you will use to help with this (pre-departure and while at your destination).
5. Please describe your experience in the location at issue, any local contacts you have, and any relevant language skills you have.
6. For students, please provide a letter of support from the relevant academic unit. For employees, please provide a letter of support from your Dean/Chair/Director.

Signature of Individual or Sponsor Making Request:

Signature

Date

Email: _____

Phone: _____