

American University

INTERNATIONAL TRAVEL POLICY

September 1, 2006

American University has long encouraged and supported international travel by its faculty, students, and staff and is keenly aware that such travel may pose significant safety risks. To assist university travelers, the university has developed this International Travel Policy.

- A. All international travel sponsored or supported by the university must be authorized in advance of travel. The president, provost, or vice president grant travel authorization for university programs and activities within their respective divisions.
- B. American University faculty, staff, and students participating in university authorized international travel are required to be enrolled in a health insurance program that provides emergency coverage during international travel.
- C. The university reserves the right to restrict, deny, or postpone any university sponsored or supported international travel program or activity, if in the determination of the president, provost, or vice president, the risk of travel is substantial.
- D. To ensure that international travel is properly authorized, all units should follow the procedures contained in Appendix A. Units within the Academic Affairs Division need to also follow the procedures outlined in Appendix B.
- E. University faculty, staff, and students who do not follow this policy will bear full responsibility for any liability resulting from their travel.

The International Travel Policy is applicable to all faculty, staff, and students of American University engaged in university supported or sponsored program and activities, and is effective immediately.

APPENDIX A INTERNATIONAL TRAVEL AND SAFETY PROCEDURES

Approval

- All international travel involving faculty, staff and students in programs sponsored by units in academic affairs must first be approved by the respective dean or unit head. For required international travel insurance coverage, follow the procedures in Appendix B.
- International activities sponsored by AU-recognized student clubs and organizations must follow procedures issued by the Office of Campus Life.
- Student requests to attend study abroad programs sponsored by other universities can be approved only for purposes of academic credit. Such approval implies no judgment about the program or the safety of its location. Students assume complete responsibility and risk in attending these programs, which must be stated and signed by the student on the request form.
- Staff travel must be authorized and approved by the officer in charge of the division or his/her designate.
- Student participants in study abroad programs and university-sponsored international activities must sign a [Consent and Release Agreement Form](#) and complete an [Emergency Contact and Insurance Form](#) prior to their departure. The originals of these forms must be kept on file for a minimum of three (3) years by the academic or administrative unit in charge of the international activity.

Orientation

- All study abroad programs and university-sponsored international activities involving students must include pre-departure orientation for all participants. Although face-to-face orientation is ideal, orientation materials in written and electronic formats can be used instead.
- The academic or administrative unit sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all participants attend or receive the materials in written or electronic formats.
- At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents.
- Participants will be subject to the laws and customs of the locations they visit. American University is not responsible for the violation of any laws and customs by participants.
- The [AU Conduct Code](#), [Student Handbook](#), [Academic Integrity Code](#), and other academic policies or rules apply to all university-sponsored activities abroad.

- AU is not obligated to provide a pre-departure orientation for AU students attending study abroad programs provided by other colleges/universities. These students should attend the orientation programs provided by the sponsoring colleges/universities.
- AU units that sponsor international activities should provide re-entry orientation to students returning from abroad. Also, international students who are returning home permanently should be provided a re-entry orientation to their home country that is coordinated by the International Students and Scholar Services office.

Emergencies

- In the event of an emergency while participating in an AU international activity, the participant should immediately contact:
 - the nearest U.S. consular service for direct assistance
 - the AU on-site program director or staff
 - the on-campus contact within the initiating unit
- If medical attention is needed, the participant should contact the international travel insurance provider, AceUSA:
International Travel Policy #GLM NO 0173587
Inside the US or Canada 1-800-766-8206
Outside US or Canada collect 1-202-659-7777
www.american.edu/finance/rmo/int_global.html

Distribution and Change of Policy and Procedures

- This policy should be made available to every person traveling abroad for any AU-sponsored program or activity.
- American University reserves the right to change this policy and procedures in light of changing circumstances affecting travel, safety, health, or other matters related to the best interest of the University.

APPENDIX B
INTERNATIONAL TRAVEL AND INSURANCE APPROVAL
PROCEDURES

Additional Procedures for Academic Affairs Units Only

- After obtaining initial approval from the appropriate Dean or Dean's designate and at least one week prior to start of travel, initiating unit will send international travel information to Provost/attn. Associate Provost.
- For international travel that includes students, the following information and documents are required to be submitted to the Associate Provost by the units:
 - Dates, destination, and description of program or purpose of travel
 - Name(s) of program director/faculty/staff traveling and in charge, as well as the names of participating students, with their AU ID numbers
 - Country of permanent residence for each traveler
 - Complete travel itinerary
 - Country risk assessment reports for all countries to be visited regardless of security rating (Destination countries with security rating of 4 or 5 are flagged and additional information may be required)
 - Communication and contingency plans
 - All students must complete the [Consent and Release Agreement form](#) as a condition of participating in the international program or travel
- For international travel of faculty and staff only, submit names of travelers, dates of travel, destination and description or purpose of travel. Country risk assessment report is required for destination countries with security ratings of 4 or 5 only. [Assumption of Risk and Waiver of Liability form](#) is required if destination has a security rating of 5.
- Associate Provost will review all travel information and confer with units on issues, if any.
- If there are no problems or issues with the travel request, Associate Provost will approve the travel and forward information to the Executive Director of Risk Management and Safety Services so that approved travelers can be enrolled in the international health insurance program.
- The cost of international insurance will be covered by the University for all faculty and staff. The cost for students will be charged to the unit initiating the program or travel. It is the responsibility of the initiating unit to make sure that students are charged for this cost, either through a program fee, or a billing through student accounts. Otherwise, the student cost will be absorbed by the initiating unit.
- A quarterly report of international insurance coverage will be sent by the Executive Director of Risk Management and Safety Services to all units and to the Associate Provost as confirmation of coverage.