BSL-070 INTERNATIONAL TRAVEL APPROVAL & AUTHORIZATION

PURPOSE

To establish a policy that requires pre-approval of international travel. This policy applies to all faculty, staff, students, and volunteers who travel on behalf of and/or are reimbursed for travel expenses by the University of Miami regardless of funding source. This policy is designed to mitigate risk and protect the University community while in travel status abroad.

DEFINITIONS

1. University Trip – includes any trip by UM students, faculty, staff or volunteers outside of the United States organized, administered, facilitated, led, sponsored by, or related to any University of Miami school, college, department, center, institute, program, group, UM Faculty, or UM Staff, for any reason, including academic, community service, or humanitarian endeavors.

2. UM Student – any individual enrolled as a full-time or part-time undergraduate student at the University of Miami. This includes individuals enrolled at other colleges or universities who may be participating in a University-sponsored trip.

3. UM Graduate Student - any individual enrolled as a full-time or part-time graduate student at the University of Miami. This includes individuals enrolled at other colleges or universities who may be participating in a University-sponsored trip.

4. UM Faculty – includes members of the General Faculty or the Associated Faculty, as defined in the University of Miami’s Faculty Manual.

5. UM Staff – non-faculty employees of the University regardless of classification or FTE.

6. United States – includes the continental United States, Hawaii, and Alaska, U.S. territories and possessions are not, for the purposes of this policy, considered part of the United States.

7. Foreign Countries – Any country, territory or possession outside the continental United States, Alaska or Hawaii.

POLICY

Travel to countries in the U.S. Department of State Travel Warning list http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html, the CDC Travel Health Notices list http://wwwnc.cdc.gov/travel/notices/ or countries with which the United States does not have formal diplomatic relations http://www.state.gov/s/inr/rls/4250.htm requires the approval of the Provost or his/her designee.
The University reserves the right to cancel or withhold approval for travel to countries in which hostilities have erupted or in which a man-made or natural disaster, epidemic/pandemic or other facts have compromised the safety of faculty, staff and students overseas.

The Provost or his designee may modify or alter the University Trip and/or may impose additional conditions for the UM Students, UM Graduate Students, UM Faculty and UM Staff attending the trip.

To ensure that proper safety procedures and insurance coverage apply, individuals traveling to a foreign country on a University trip must register their travel information with Red24 at https://www.red24.com/affiliate/chartis/um/. Any travel changes prior to and/or during the trip need to be updated on the Red24 website as soon as reasonably possible.

Noncompliance

Travel expenses are reimbursed according to the University’s travel reimbursement policies. The University, however, will not reimburse international travel which has not been pre-approved according to this policy.

UM students and UM Graduate Students who do not register with Red24 prior to travel will not be authorized to travel. Also, failure to comply with this policy may lead to the non-recognition of credits by the University for courses taken abroad. See Student Rights & Responsibilities Handbook - http://www6.miami.edu/dean-students/srr.pdf

PROCEDURE

Faculty, staff and students traveling to a foreign country for purposes related to their employment or academic fulfillment with the University must follow the procedures listed below.

1. Faculty, staff and graduate students must complete the International Travel Authorization Form and get approval of their Dean, VP or Business or Fiscal Officer. The International Travel Authorization Form can be obtained at the Travel Management website http://www.miami.edu/finance/index.php/travel_management/international_travel/

2. If Travel is to countries in the U.S. Department of State Travel Warning list or to countries with which the United States does not have formal diplomatic relations, the form is then submitted to the Provost or his/her designee for final University approval. Travel forms must be submitted to the Provost’s Office a minimum of four weeks in advance of the expected departure and in advance of incurring any expenses.

3. UM Students and faculty traveling with students must register their trips with the Study Abroad Office and complete all the documentation required by that office.

4. Traveling abroad may also restrict the types of devices or information that you can take with you. Depending on the country, the technology, the data, etc. will determine whether or not the traveler requires an export license to take such items with them. University employees should visit the University’s Export Compliance website (https://www.miami.edu/exportcompliance) well in advance of their travel for more information.
5. Once the International Travel Authorization Form is fully approved, the traveler must register with Red24 at https://www.red24.com/affiliate/chartis/um/. After registration, the traveler can obtain a copy of the UM Travel Assistance Card. This information must be retained as it includes the policy number, relevant telephone information and services at a glance.

6. Faculty and staff must include a copy of the approved International Travel Authorization Form with their Business Expense Reimbursement Form (eBERF) as well as a copy of the Red24 registration.

INFORMATION RESOURCES

   http://www.state.gov/s/inr/rls/4250.htm
5. Travel Reimbursement Policies -
   http://www.miami.edu/finance/index.php/travel_management/travel_policy/

POLICY OWNER

The Risk Management department is the primary source of information, education and assistance to students, faculty and staff on this policy.

Effective October 2012
INTERNATIONAL TRAVEL AUTHORIZATION FORM
(FACULTY AND STAFF)
(For Restricted Travel Only)

Faculty and staff traveling on University business and/or study to foreign countries listed on the U.S. Department of State Travel Warning list or countries with which the United States does not have formal diplomatic relations must complete the International Travel Authorization form and submit it to their Vice President, Dean, or School Fiscal Officer and Provost or his designee for approval prior to departure. Once approved, faculty/staff must register their travel plans with Red24 and print a copy of the UM Travel Assistance Card prior to travel. The University will not reimburse travel expenses for faculty and staff traveling on a University trip to foreign countries unless they register their travel information with Red24.

### PERSONAL INFORMATION

Name of Traveler/Employee: 

Department Name: ________________________________ Office Phone Number: ________________________________

### TRAVEL INFORMATION

Travel Destination(s):

Departure Date (from US):

Arrival Date (to US):

Traveling by (please check one):   Air_____   Sea_____  

(Transportation details will be requested during Red24 registration)

Purpose of Travel (please be as specific as possible)

______________________________________

Print Name of Traveler

Signature of Traveler

Date____________________________

________________________________________

Print Name of VP/Dean/Designee

Signature of VP/Dean/Designee

Date___________________________

Travel to countries in the U.S. Department of State Travel Warning list or countries with which the United States does not have formal diplomatic relations requires Provost or his designee approval.

Provost/Desigee Approval_________________________________ Date_________________________