

Travel Period: The period between the time of departure from and the time of return to the University or the

Travel Restriction: University-sponsored or supported travel abroad to a country is prohibited .

Travel Suspension: University-sponsored or supported travel abroad to a country is curtailed for a specified time period.

University Assets: tangible or intellectual property, data, and information that the University either owns or has custody of pursuant to contract, applicable law, regulation, or policy.

University-Related Student Travel Abroad: University-sponsored or supported travel abroad for undergraduate or graduate student individuals or student groups conducted as part of a program elective or required activity, research project, internship, service learning, volunteer activity, active FAU student, regardless of the funding source. University-related travel may be academic (activity for academic credit or otherwise part of an academic program of study (such as internships, academic service-learning, practicum, or research) or non-academic (any non-credit international activity endorsed by a department, faculty/staff member, or travel organized by a Registered Student Organization (RSO)).

University-Related Non-Student Travel Abroad: Travel abroad by any person conducting University business in support of a specific program of instruction, research, field experience, site visit, public service, international conference, or other University-sponsored or supported activity regardless of the funding source.

POLICY STATEMENT

Florida Atlantic University is committed to responsible global engagement with a high priority on the safety and security of its constituents. This policy establishes standards and expectations associated with travel abroad, and outlines institutional mechanisms designed to assess risks or threats to safety and security abroad, to recommend procedures to safeguard University property, and to recommend steps to mitigate personal and institutional risk during international travel.

RESPONSIBILITIES

All college and departmental policies and procedures must be consistent with this policy and related procedures or directives. Given that safety, security and emergency-related issues or practices will be reviewed on a regular basis and updated, as necessary.

The University has delegated the oversight and administration of travel abroad processes to the following entities:

Committees

- The Global Travel Safety and Security Committee is appointed by the Department of Emergency Management. This committee is responsible for assessing the programmatic aspects of security

University Assets while travelling abroad. The Committee also advises the Department of Emergency Management

- All Travelers must check their travel abroad destination against the University's list prior to submitting a travel request and adhere to all applicable processes and procedures associated with each risk category.
- Trip or program leaders or employees accompanying students abroad must require all Travelers to follow export control laws and regulations. If a license is required, the license must be in place prior to the export.
- All Travelers engaging in University-related travel must register their travel with the Global Travel Safety and Security Committee travel registry regardless of US State Department designation.
- All Travelers engaging in university-related travel must complete the Global Travel Liability Waiver regardless of the risk level of the international destination.
- All travelers must purchase and submit proof of international travel insurance.
- Participation in pre-departure orientations or related acclimation or assimilation activities is strongly encouraged and may be mandated by the Global Travel Safety and Security Committee or individual programs.
 - Orientations must be held prior to departure and may include information on the following, as applicable:
 - Policies, rules, codes of conduct;
 - Safety and security issues, threats, and guidance;
 - Emergency preparedness and response protocols;
 - Travel insurance;
 - Communication and check-in guidelines;
 - Preserving, protecting, University assets; and/or
 - Adhering to export control laws and regulations.
- Any person travelling abroad with access to or in possession of University property at any time during the travel period must adhere to all applicable University policies, protocols, and procedures to safeguard, protect, and responsibly use and share the data, records, or property, including compliance with all applicable export control laws and regulations.
- If a spouse or dependent is accompanying a Traveler, the person on University-related travel must indicate this in the travel registry.
- Travelers must follow the United States and state laws related to traveling abroad, as well as laws applicable in the countries visited.
- **All student Travelers shall:**
 - Complete a pre travel orientation.
 - Receive pre-travel authorization for University-related travel abroad.
 - Register their travel abroad with the University prior to traveling to include providing a detailed travel itinerary.
 - Enroll in and submit proof of approved international travelers insurance prior to traveling.

- Fill out and submit a safety/security plan as determined by the Global Travel Safety and Security Committee.
- **All faculty or staff Travelers accompanying student Travelers shall:**
 - Receive pre-travel authorization for

Policy Number: 1.19

Initiating Authority
VP Administrative Affairs

Signature: _____ Date: _____

Name: Dr. Stacy Volnick

Policies and Procedures
Review Committee Chair

Signature: _____ Date: _____

Name: Donovan Diaz

President

Signature: _____ Date: _____

Name: Dr. Stacy Volnick
