


<b>Name of Policy:</b> International Travel Registration by Faculty, Staff or Students <b>Policy Number:</b> NEW <b>Approving Officer:</b> President <b>Responsible Agent:</b> Director, Center for International Studies and Programs <b>Scope:</b> International travel by faculty, students or students		 <b>Original effective date:</b>	
Key words: international travel, faculty, staff, students			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

## (A) Policy statement

Any faculty, staff and students who travels internationally for University business, academic activity or faculty/staff/student role must register with the Center for International Studies and Programs (CISP) regardless of funding source. Registration requires the submission of documentation including the certification of insurance, registry, travel security and necessary University approvals.

Faculty must receive permission from the department chair and college dean prior to the initiation of any travel outside of the United States. Staff traveling outside the United States must receive permission from his/her immediate supervisor. See University policy 3364-40-03, *Travel and business expense reimbursement*, for additional details on travel and business expense reimbursements procedures.

## (B) Purpose of policy

This policy establishes a consistent set of international travel procedures for travel outside of the United States, including but not limited to international travel for research, presentation, professional development, educational, co-curricular, or administrative purposes sponsored or funded in any part by the University or a grant(s).

## (C) Scope

This policy applies to faculty, staff and students participating in travel outside of the United States regardless of whether the travel is organized by colleges, schools, departments, faculty, staff, students, student organizations or third-party providers.

3364-xx-xx Name of policy. (Go to 'View' 'Header and Footer' to change policy #, name)

(E) Procedure

Any faculty, staff or student who intends to travel internationally shall register with CISP. This registration must occur prior to the international travel. Registration can be completed online through the CISP website, <http://www.utoledo.edu/CISP>

<p>Approved by:</p> <hr/> <p>Name Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul> <p>Initial effective date: Review/Revision Date: Next review date:</p>
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