

Name of Policy: International travel registration by UT employees or students		 Original effective date: August 22, 2017	
Policy Number: 3364-85-01			
Approving Officer: President			
Responsible Agent: Director, Center for International Studies and Programs			
Scope: University-Related International travel by UT employees or students			
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 UT employees and students who travel internationally for University business, academic activity or for purposes related to their employee/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 normal University approvals.

Per University policy 3364-40-03, *Travel and business expense reimbursement*, all faculty and staff must receive permission from the department chair and college dean, or immediate supervisor, prior to the initiation of any University related travel outside of the United States. See policy 3364-40-03 for additional details on travel and business expense reimbursement procedures.

(B) Purpose of policy

Because of the increasing complexity of international travel, there is a need to ensure that University employees and students are properly supported when they travel overseas on University business, and that the University engages in best practices in risk management. This policy provides needed information to the University for these purposes, and it establishes a formal connection between the traveler and support systems (Insurance, International SOS, etc.) that the University has in place for international travel. These support systems provide vital benefits, including insurance overseas as well as assistance and support (including evacuation services) in cases of emergency. It establishes a set of international travel procedures consistent across all employees for

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university related 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 by grant(s).

(C) Scope

This policy applies to all UT employees and students participating in travel outside of the United States for the purposes of University business or in connection with the individual's educational or professional role at the University.

(D) Procedure

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

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber President</p> <p><u>August 22, 2017</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• N/A <p>Initial effective date: August 22, 2017</p> <p>Review/Revision Date: n/a</p> <p>Next review date: August 22, 2020</p>
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