POLICY & PROCEDURE DOCUMENT

NUMBER: 0.1020

DIVISION: University

TITLE: International Travel Registration

DATE: December 15, 2014

REVISED:

Authorized by: Gary A. Ransdell, President

I. Purpose and Scope

Western Kentucky University's International Travel Registration policy is intended to ensure the most effective and efficient risk management procedures by providing information and resources that promote safe University international travel. This policy applies to faculty, staff, student employees, and students undertaking University-supported or -related international travel of any duration.

II. Policy

A. Definitions

> 1. "International travel" means any travel that requires a passport.

> 2. "University-supported/-related purposes" means, in the case of University employees, any activities undertaken on behalf of and/or with support from WKU, which may include but are not limited to teaching, presentations, research, studying abroad, recruiting, internships, athletic competitions, performances, or conferences. For students, this applies to non-credit-bearing experiences that are affiliated with or supported by WKU (e.g., athletic competitions, performances, research, university organization sponsored alternate spring breaks, etc.).

> 3. "University International Travel Registry" is the official source of traveler information that, together with the ~~Studio Abroad~~University's web-based risk management registry application process required of all faculty, staff, and students participating in credit-bearing programs abroad, forms the basis for Western Kentucky University's emergency response protocols and communications strategy (e.g., alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad. The University International Travel

Registry also provides essential information regarding health insurance and workers' compensation coverage. The University International Travel Registry in combination with the University's web-based risk management software ~~is part of Studio Abroad, a web-based database and application management system which~~ is managed by the Office of Study Abroad and Global Learning.

4. "Travelers" refers collectively to the individuals referenced in this policy. Travelers include all faculty, staff, student employees, and students pursuing *international* travel for University-supported/-related purposes. This policy is <u>not</u> applicable to those students who travel abroad for any period of time:

    i.   as part of a credit-bearing study abroad program; such students are already registered in ~~Studio Abroad~~the University's web-based risk management software as part of the program application and admission process;

    ii.   while enrolled in WKU courses, whether online or on-campus, where international travel is <u>not</u> a component of the course;

    iii.   while pursuing non-credit-bearing activities where international travel is <u>not</u> part of the activity.

For a more detailed breakdown of the various Traveler categories, see Appendix A.

5. "Personal Travel" refers to those activities/trips not affiliated with University-supported/-related purposes ~~this policy does not apply.~~ (e.g., vacation). ~~Use of the Studio Abroad software~~Participation in the University Travel Registration process for such activities/trips is not ~~prohibited~~required, however, it~~. The use of Studio Abroad, a web-based database and application management system,~~ is recommended ~~for use by providing~~as it provides information and resources that promote safe international travel.

B. General

1. *International Travel Registration*

All Travelers are required to register their international travel through the University International Travel Registry ~~in~~ using ~~Studio Abroad~~the University's web-based risk management software. The University International Travel Registry is administered by the Office of Study Abroad and Global Learning, and it includes information about risk mitigation as well as forms that all Travelers, as defined above, must review and complete.

2. *Travel Abroad Health Insurance*

    i.   WKU employees traveling internationally for any University-related purpose needing non-work related medical care are covered under the University's travel abroad health insurance policy.

    ii.   Students traveling abroad for any University-related purposes are required to provide proof of appropriate health insurance coverage. Students ~~encouraged to~~may purchase health insurance coverage from the University's authorized vendor.

    iii.   Employees leading WKU credit-bearing programs abroad are required to obtain health insurance coverage from the University's authorized vendor.

    iv.   Information regarding coverage levels and options to purchase coverage or augment existing plans is available through the University International Travel Registry.

    v.   Any individual accompanying or participating in a Faculty Led Study Abroad program, whether Traveler or Non-Employee/Non-Student, purchase health insurance from the WKU approved vendor that will cover them for the entire time that they are affiliated with the WKU program.

3. *Workers' Compensation*

WKU employees are covered under a university international workers' compensation program. This coverage applies to faculty, staff, and student employees experiencing a work-related injury or illness during their international travels. Additional information regarding workers' compensation coverage, claims, etc. is available through the University International Travel Registry.

4. Personal and Intellectual Property Security

WKU Travelers are encouraged to take appropriate steps to ensure their own safety and security as well as that of their intellectual property while traveling internationally. Guidelines and resources are available to all Travelers via the University International Travel Registry.

III. Procedure

A. University International Travel Registry

1. *Deadlines to Register*

Travelers are required to register with the University International Travel Registry prior to their expected departure date. Travelers failing to do so may not be provided the full benefits available through WKU. Registration deadlines may vary depending on the Traveler's category. See Appendix A for further information.

2. How to Register

Instructions for International Travel Registration are available on the WKU Study Abroad website (www.wku.edu/studyabroad) or by contacting the Office of Study Abroad and Global Learning.

3. Changes to Travel Itineraries

In the event that travel itineraries change, regardless of the reason, Travelers are responsible for updating their accounts in the University International Travel Registry as additional information becomes available or changes occur to their itinerary either prior to departure or during travel (including additional countries visited).

4. Non-Employee/Non-Student.

Individuals who do not fall within the category of Traveler as defined in II.A.4 are not covered by this policy. These may include spouses, dependents, etc. Travelers will be required to include the name and relevant information of any accompanying individuals and may need to seek approval from the relevant unit sponsoring the travel.

IV. Related Policies

See also:

3.1013 Travel Expense & Reimbursement Policy

Traveler Category	Deadline to Register with UITR
Employees seeking university reimbursement (including faculty, staff, and student employees)	21 days in advance of departure date (exception below*)
Employees not seeking university reimbursement (including faculty, staff, and student employees)	14 days in advance of departure date (exception below*)
Students pursuing non-credit-bearing activities OR credit-bearing activities not supported by University funds	21 days in advance of departure date (exception below*)

4.7801 Workers' Compensation Program

**Appendix A. Timeline for WKU Travelers to register with the
University International Travel Registry**

*Exception to WKU Deadline: When travel to United States Office of Foreign Assets Control (OFAC) guidelines require appropriate travel license. It is recommend that submission of an application to OFAC no later than 45 days prior to the proposed date of departure to acquire appropriate US OFAC approval and license Cas number.

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