6-103 INTERNATIONAL TRAVEL POLICY CREATION AND APPROVAL PROCESS

I. Scope

A. All University funded or sponsored faculty, staff, and student international travel must be approved by the appropriate supervisor(s) or authority. Continued on going review by the appropriate supervisor, Purchasing and the Office of Risk Management and Safety must be done as needed throughout the process. To allow sufficient time for the approval process, it is imperative that the completed travel authorization, travel checklist and required documentation be submitted for final approval a minimum of five weeks before the proposed departure.

II. Policy

B. The following steps will guide faculty, staff, and students seeking approval for international travel:

103.1 Allow for adequate planning, preparation, review and approval. A minimum of five weeks is recommended. Follow the International Travel Procedure checklist.
103.2 Secure permission with the department Chair/Dean or Executive Director/Director to determine feasibility of funding for the proposed travel. Prospective travelers are encouraged to evaluate the proposed travel using the principals of prudence and essentiality. It should also be in harmony with the University Mission.
103.3 Begin the Travel Authorization Form and the International Travel Procedure checklist.
103.4 Create a detailed itinerary for travel and include- budget, locations, dates, times, mode of transport, in country contacts, lodging, safety/security action plan, daily activities, and list of participants.
103.5 Review relevant laws, regulations, customs, and regulatory compliance requirements such as; export laws and controls.
103.6 Consult with United State Department of State and the Center for Disease Control seeking warning or travel alerts for the country(ies) to which you propose to travel. If
the proposed itinerary requires travel to listed warning/alerted areas, DSU may not approve the request.

103.7 Create a written emergency action plan and/or consult with the Office of Risk Management and Safety. List emergency and other important contacts domestic and abroad. Develop safe emergency meeting places. Things to consider for the plan include what to do for loss or stolen documents, medical problems, financial contingency, security protection, communication barriers, transportation, civil unrest/threats, evacuation, abduction, weather-related emergencies, and legal advice.

103.8 Complete the Official International Travel waiver for all travelers.

103.9 All participants must purchase international travel insurance. It should include safety/security protection and medical insurance. DSU currently is using Mortan and Company as their insurance provider. It can be obtained through the Purchasing Department.

103.10 Complete the Travel Authorization Form and International Travel Procedure checklist.

103.11 Leave a copy of all documentation with your direct supervisor.

103.12 Review and Approval

Recommendations on new Policy