

POLICY ON SPONSORED INTERNATIONAL TRAVEL

Approved by Provost Council (June 22, 2018) and Cabinet (August 29, 2018)

PURPOSE

A global perspective is essential to Texas Christian University's academic mission, and the university has long supported international travel to study, conduct research, promote collaboration with peer institutions, represent the University, engage in service activities; and, for other academic, administrative, and sanctioned employee (an individual hired by the university and generally receives remuneration in exchange for the performance of prescribed duties) and student activities. The purpose of this document is to outline policies and procedures for university-supported or university-sponsored international travel, thereby promoting such travel while mitigating associated risks.

SCOPE

The Policy on Sponsored International Travel applies to all employees and students of Texas Christian University engaged in university-supported or university-sponsored programs and/or activities while travelling abroad.

This policy does not apply to:

- Travel outside of the United States for purposes of vacation, semester breaks, attendance at an athletic/recreational event as a non-participant, or leisure;
- TCU students who travel on their own or as a group with a non-TCU program;
- TCU employee (faculty/staff/other) travel for work outside the scope of their employment relationship with Texas Christian University.

In addition to this policy, TCU employees and students engaged in university-supported or university-sponsored programs and/or activities while travelling abroad are expected, as applicable, to adhere to TCU's Code of Student Conduct, Student Handbook, and the Faculty and Staff Handbook, as well as other policies of the University.

TRAVEL AUTHORIZATION AND REGISTRATION

All international travel sponsored or supported by the university must be authorized and registered in advance of travel. This requirement applies to students and employees traveling internationally for the purposes of research, study, teaching, conferences, service, athletics, recruiting, site visits or other objectives under the auspices of Texas Christian University.

The authorization and registration process allows the University to support authorized travel through, among other things, verification of individual coverage under the University's accident,

illness, and travel insurance plan; assistance in the event of an emergency; and access to information that allows individuals to make well-informed travel decisions.

The authorization and registration processes can be accessed through the [Center for International Studies](#) website. Failure to follow University policies with regard to Travel Authorization and Registration may result in the following actions:

- Reimbursement and travel advances for employees' expenditures related to unregistered travel may be delayed or denied.
- Requests for future travel, including funding and reimbursement, may be denied.
- Course credit may be denied and/or non-academic sanctions may be imposed for unregistered travel by students.
- Corrective or disciplinary action may be taken.

TRAVEL RESTRICTIONS

Travel abroad has inherent risks, and some parts of the world pose heightened risks to personal health and safety. TCU is committed to the safety of TCU employees and students. At the same time, the University recognizes that international experience is an integral aspect of TCU's mission of global citizenship. The International Oversight Committee (IOC), appointed by the Provost, is charged with evaluating all travel authorization requests and submitting recommendations to approve or deny these requests to the Provost.

TCU may not fund, award credit for, or otherwise sponsor or support international travel without prior authorization. In general, approval will be based on the following U.S. State Department Travel Advisory designations

(<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>):

- Level 1 location: No restrictions on travel
- Level 2 location: IOC review
- Level 3 location: Travel with students and independent student travel not permitted; IOC review for employee travel that excludes students.
- Level 4 location: Travel not permitted

Among other things, the IOC may consider the following factors in the authorization process:

- The nature and severity of the risk.
- Assessment and recommendations by the U.S. State Department, the Centers for Disease Control and Prevention, the World Health Organization, the Overseas Security Advisory Council, and TCU's accident, illness, and travel insurance provider.
- Whether the proposed activity or event is consistent with and important to the strategy of the University.

- Whether the proposed activity or event can be successfully carried out only in the proposed location, or whether suitable alternative opportunities exist.

The authorization process may have three possible outcomes:

1. Travel approved
2. Travel approved contingent on implementation of specific risk mitigation and/or health and safety measures
3. Travel denied

Each employee is expected to be a responsible steward of university resources, and as such, must have travel authorization approved prior to expending university resources. However, in the event of a threat to personal safety and security, the University may cancel a trip or modify an itinerary at a financial loss. If the program or itinerary is in process, the individual or group must relocate to a suitable region as soon as possible. Employees and students should always take steps to maintain safety as their first priority. However, when practical, affected employees and students should immediately contact the Center for International Studies for specific instructions for relocation and their sponsoring unit for financial matters.

The decision to engage in international travel is a personal decision and, under no circumstances, should an individual be coerced or required to travel to or remain in a location where there are significant or heightened health or safety risks.

INSURANCE

TCU employees and students participating in university-sponsored international travel are covered under the University's currently-approved accident, illness, and travel insurance plan that provides emergency coverage during international travel. To verify coverage under the University's plan, travel must be authorized and registered according to policy detailed on the [Center for International Studies](#) website.

Individuals are advised that TCU insurance may not cover claims arising in conjunction with travel to areas with significant security or safety concerns, or in the case that the traveler acts illegally (including violation of visa requirements) or does not follow advice of government authorities warning against travel to a country or parts of a country. Further, emergency repatriation coverage may be limited or not available under these circumstances.

Approved guests or authorized travelers shall be responsible for obtaining their own insurance. In case of emergency or evacuation, the University will be unable to assist personal guests or those insured through different vendors or on different plans.

PROHIBITED DISCRIMINATION, HARASSMENT AND RELATED CONDUCT

Employees traveling internationally must comply with all reporting requirements of the TCU Policy on Prohibited Discrimination, Harassment and Related Conduct as it pertains to incidents occurring abroad and in conjunction with TCU sponsored international travel. For more information see <https://titleix.tcu.edu/title-ix/>.

EXPORT CONTROLS

United States export control laws impose access, dissemination, and participation restrictions on the transfer and the release of technologies and goods that affect U.S. national security or foreign policy interests. Three primary agencies oversee export controls within the United States: U.S. Department of Commerce - Bureau of Industry Security (BIS), U.S. Department of State – Directorate of Defense Trade Controls (DDTC), and U.S. Department of Treasury – Office of Foreign Assets Control (OFAC).

Export control regulations affect a variety of activities and are a complex area of compliance for universities. It is the policy of Texas Christian University that all employees as well as students, visiting scholars, and scientists, training fellows and postdoctoral researchers comply with all United States regulations and laws as they relate to export control regulations.

DISABILITIES COMPLIANCE

All TCU sponsored international travel by students will adhere to TCU Policy on Students with Disabilities (http://www.acs.tcu.edu/disability_services.asp). All TCU-sponsored international travel by TCU employees will adhere to the American with Disabilities Act (ADA). TCU complies with the Americans with Disabilities Act (1990) <https://www.dol.gov/general/topic/disability/ada> as stated in the University’s Policy on Prohibited Discrimination, Harassment and Related Conduct (Policy 1.005; <http://hr.tcu.edu/wp-content/uploads/Policy-1.005-Policy-on-Prohibited-Discrimination-Harassment-and-Relat..-1.pdf>). TCU Employees with questions regarding ADA should contact Ms. Kristen L. Taylor, Director of Employee Relations (817-257-4161; kristen.taylor@tcu.edu).

FINANCIAL AND CONTRACTING

Employees and students engaged in international travel who will incur expenses to be paid or reimbursed by the university must follow the Reimbursement Policy and Procedures for University-Related Business Expenses included in the Handbook for Faculty and Staff at <http://www.tcu.edu/files/Faculty-Staff-Handbook.pdf>. Employees are responsible for familiarizing themselves with these policies in advance of incurring expenses. Program leaders are responsible for assuring that all contracts with third-party vendors follow University guidelines at <https://vcfa.tcu.edu/contracts/> for approval.

TRAVEL ABROAD ELIGIBILITY CRITERIA

Student Participants: In general, student participants must be in good standing and enrolled in at least one class at TCU at the time of travel. If travel occurs during the winter intercession or summer terms, students must be enrolled for at least one class during the following semester. Any student not in good standing is subject to additional review by the Dean of Campus Life for issues related to student conduct. Issues related to academic eligibility are subject to review by the Dean, or designee, of the sponsoring academic unit who may consult with the Dean, or designee, of the student's major(s). All other exceptions must be approved by the International Oversight Committee. There may be additional requirements to participate in specific activities or programs.

Program Leaders: Any person accompanying an international program with student participants is subject to the requirements outlined in the International Programs Policy and found on the [Center for International Studies](#) website. Among other requirements, program leaders must be TCU employees and must obtain relevant supervisor approval as detailed in the policy. Exceptions are reviewed by the International Oversight Committee and approved by the Provost.

STUDENT ORIENTATION

Students planning to participate on TCU sponsored international activities are required to complete pre-departure and on-site orientations as detailed on the [Center for International Studies](#) website. Orientation must include a discussion of appropriate and expected behavior for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents. Any student who fails to comply with these requirements is not permitted to participate in travel.

PROGRAM LEADER TRAINING

All employees engaged in international travel with students, as program leaders or otherwise representing the University, are required to complete pre-departure training as indicated on the [Center for International Studies](#) website. This training is developed by the Center for International Studies in collaboration with various risk-related offices across campus responsible for health, safety, and compliance. Any employee who fails to comply with these requirements will not be permitted to lead a student program or participate in travel.

International Oversight Committee

The International Oversight Committee (IOC), appointed by the Provost, has been established to formulate, review and implement policies related to the health and safety of TCU employees who study or conduct research and/or business internationally. The IOC is managed by the Director of the Center for International Studies. All recommendations of the IOC are advisory to the Provost with the decision responsibility resting with the Provost (or the individual charged by the Provost).

Among other responsibilities, the IOC is responsible for

- evaluating university-sponsored educational, extra-curricular, or service opportunities involving travel when there is a significant health or safety concern;
- recommending whether to suspend an educational opportunity away from campus when health or safety concerns emerge shortly before a program begins or while it is in progress;
- reviewing policy, procedures and protocols related to international travel on an annual basis;
- evaluating the effectiveness of protocols following an event; and
- other tasks related to international programs and travel, as assigned by the Provost.

In making this assessment to recommend authorization or suspension of a program or travel, the Committee is expected to balance the educational and/or research merits of the travel opportunity with its associated risk, with an emphasis on individual safety and risk mitigation.

Members	Other Resources (included in deliberation as appropriate)
Provost (authority) CIS Director (manager) Associate VC/Dean of Campus Life Director of Risk Management Faculty (4, 2 year appointments) Faculty Senate Appointee CIS Staff (Administrative Support)	Vice Provost Associate Provost – Research and Dean of Graduate Studies Office of Sponsored Programs Sr. Associate Athletic Director/Financial Officer Assistant Controller, Financial Services Director of Internal Audit and Risk Assessment General Counsel

International Response Team (IRT)

	Core Response Team	Additional Resources
Category 1 Incident	CIS Director (manager) CIS Report (as needed for support) With reporting responsibility to Provost and Vice Chancellor of Student Affairs (as appropriate)	Vice Provost VC Finance & Administration VC Human Resources VC Marketing & Communications Assistant VC – Public Safety Title IX Coordinator
Category 2 Category 3 Incident	Provost (authority) VC- Student Affairs (authority) CIS Director (manager) CIS Report (as needed for support)	Counseling Center Alcohol and Drug Education Risk Management General Counsel Sponsoring Dean/Unit Head/Athletics

The International Incident Response Team (IRT), appointed by the Provost, is responsible for implementing emergency protocols. The IRT is convened and managed by the Director of the Center for International Studies. The Core Response Team is responsible for engaging additional resources for response consistent with the nature and severity of the incident. Decision responsibility rests with the Provost and Vice Chancellor of Student Affairs or their appointee. All recommendations of the IRT are advisory.

Categories	Example	Action
3 (critical)	Mass catastrophe, terrorist activity (wide reaching or in immediate area), missing/abducted traveler or death of traveler	CIS convenes IRT to manage response to incident
2	Potential harm to entire group, severe injury or accident, threat in area	CIS managed, communicate with Core IRT or convene IRT for further action
1	Isolated incident (injury, illness, petty crime)	CIS managed, communication to relevant functions