

MEMORANDUM

To: Deans, Directors and Department Chairs

From: President Ruth Watkins
SVPAA Daniel Reed
SVPFA Michael Good

Date: April 22, 2019

Subject: **Individual Travel Policy for International Locations**

We are writing to raise a critical issue of student, staff, and faculty safety and the need for full adherence to current campus policy, as outlined in University Rule R3-030D (International Travel Safety and Insurance). This rule summarizes *the requirements* for international travel that is sponsored, funded, coordinated and/or managed by the University, *whether individually or as the leader of a student group*. Failure to abide by Rule R3-030D exposes the University and its faculty, staff, and students to an unacceptable level of risk, while also skirting protections for individual health and safety.

Specifically, University Rule R3-030D (<https://regulations.utah.edu/administration/rules/R3-030D.php>) **requires** all international travel participants to:

- **Register** their University-related travel at least three weeks prior to departure date¹
- **Enroll** in University-affiliated international and emergency evacuation insurance²
- **Abide** by all active travel warnings and restrictions³

Recently we have noticed an increasing number of travel reimbursements requesting exceptions to this rule. We recognize that international travel is occasionally necessary with short notice. However, this does not obviate the need for registration and insurance enrollment. Given the critical need to ensure the safety of those travelling internationally for University purposes, one would expect requests for exceptions to this rule to be infrequent and due to extraordinary circumstances.

We write to emphasize the importance of adherence to this policy. ***Effective May 1, absent an approved exception by the cognizant Senior VP, the University will not reimburse international travel that does not comply with policy R3-030D. In addition, faculty supervisors for international student travel who do not register may be subject to university disciplinary action. Moreover, should a crisis occur during non-registered travel, travelers may have no insurance coverage and bear personal liability for claims that arise during the crisis.***

These international travel rules are in place to ensure your safety and that of our university colleagues. We also recommend that travelers make an appointment with the University's Travel Clinic before international travel. The clinic can assure appropriate vaccinations and prescriptions, and provide guidelines for safe eating and hygiene. More information about U travel clinics can be found here: <https://healthcare.utah.edu/travelclinic/>

We appreciate your support in ensuring the safety of our faculty, staff, and students via compliance with this rule.

¹ <https://global.utah.edu/international-travel/>

² You will receive an insurance card after enrollment

³ <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>