



International Travel Policy

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Contents

I.	Scope.....	2
II.	Policy Statement.....	2
III.	Definitions.....	2
IV.	Steps Required by the University for Clark-Related International Travel.....	3
1.	Approval.....	4
2.	Registration.....	4
3.	Safety & Security Orientation.....	5
V.	Travel Advisory Levels.....	6
1.	Travel Review and Advisory Committee.....	6
2.	Mandatory Evacuation Orders.....	7
VI.	Health Insurance.....	8
VII.	Emergencies.....	8
1.	Medical Emergencies.....	8
VIII.	International Driving and Car Rentals.....	9

I. Scope

Clark University supports faculty, staff, and student participation in international activities and promotes the development of opportunities for international study and research. To this end, the University attempts to balance the value of participation in international activities against potential risks and crises that may develop. The University also seeks to provide resources to assist students, faculty and staff in preparing for safe and successful international travel.

This policy sets forth the requirements that students, faculty and staff must meet before and during University-related international travel. This policy applies to all international travel. This policy does not apply to personal travel undertaken by students, faculty or staff or any independent travel done before, during or after the Clark-related agenda. This policy does not apply to independent contractors hired by Clark University to conduct University business.

Students who are studying abroad through either the Study Abroad and Study Away Programs or the Leir Luxembourg Program (LLP-CU) are subject to the policies and procedures of the respective program. In the event that these policies conflict or overlap, policies from the respective program will take precedent over this policy.

II. Policy Statement

While the University supports international travel by faculty, students, and staff, it also recognizes the risks associated with such travel. The University reserves the right to restrict, deny, or postpone any University related or supported international travel program or activity if it determines the risk of travel is unacceptable.

University faculty, staff, and students who do not follow this policy will bear full responsibility for any liability resulting from their travel.

Clark University reserves the right to change this policy and related procedures in light of changing circumstances affecting travel, safety, health, or other matters related to the best interest of the University.

This policy will be posted on the Clark website and made available to every person traveling abroad for any Clark-related program or activity.

III. Definitions

Clark-related Travel is when the travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person's areas of responsibility, activities (including co-curricular and extracurricular), course of research, teaching, or study at Clark or is undertaken with, or organized by, any Clark organization, division, department, or office, even when that travel is not for an academic or professional purpose. Examples include travel for research, teaching, conferences, recruitment, site

visits, curricular or administrative purposes, international study, and student group travel (whether offered for credit or not).

Destination can refer to country, city, state or any other geographic designation recognized by the U.S. DOS.

Faculty and Staff means anyone who is on the payroll of the University including all full- and part-time members of the faculty, all full- and part-time staff, and those on research appointments, including visiting scholars.

Independent contractor is a person or entity contracted to perform work or provide services to Clark University as a non-employee.

International Travel means Clark-related travel outside of the United States.

International Traveler means all students, faculty members, and staff persons undertaking international travel.

Student means any Clark student who is enrolled in a degree program, credit bearing non-degree program, non-credit program, professional certificate, or continuing education program at the University.

Travel Advisory Levels are issued by the United States Department of State (U.S. DOS) and are updated on a daily basis. Please visit the following URL for the most up-to-date definitions:

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

Four different levels can be issued:

Level 1: a destination determined by U.S. DOS to be at the lowest advisory level for safety and security risk (Exercise Normal Precautions/Blue).

Level 2: a destination determined by U.S. DOS to pose heightened risks to safety and security (Exercise Increased Caution/Yellow).

Level 3: a destination determined by U.S. DOS to pose serious risks to safety and security (Reconsider Travel/Orange).

Level 4: a destination determined by U.S. DOS to be at the highest advisory level due to greater likelihood of life-threatening risks (Do Not Travel/Red).

IV. Steps Required by the University for Clark-Related International Travel

Prior to departure, all international travelers (except students enrolled in formal study-abroad programs) must:

1. Be approved by the respective department head (or dean), program director, and/or Travel Review and Advisory Committee.
2. Register travel plans with the University through the online Travel Registry available at <https://travelregistry.clarku.edu/>.
3. Travelers must attend an orientation subject to details below in section IV-3.

1. Approval

Faculty and Staff

Faculty who are traveling on Clark-related business, whether independently, with students, or someone who is non-affiliated with Clark (such as a spouse or partner), must recognize the inherent liability and risk therein.

Faculty travel is approved through the “Faculty Application for Approval of Travel” form and related approval processes.

Staff travel is approved by their respective department head or director.

Any faculty or staff-led student travel must be approved by either the Office of the Provost or their designee in consultation with the Travel Review and Advisory Committee.

Any non-Clark affiliate is required to fill out an Assumption of Risk and waiver form (available in travel registry).

Student

Students who are traveling on Clark related business and not part of a formal Study Abroad or Away program or the LLP-CU, are considered to be an international traveler and must recognize the inherent liability and risk therein. All undergraduate students traveling as part of a student led organization or club must gain approval from the Director of Student Leadership and Programming or designee. All other student led international travel must gain approval from sponsoring department. In addition, all individual travelers on Clark business must sign an Assumption of Risk and Waiver Form (available in travel registry) indicating that they have considered and are willing to assume these risks.

2. Registration

Before departing, all international travelers (except students enrolled in formal study-abroad programs) are required to register their travel plans with the University through the online [Travel Registry](#). Clark’s Travel Registry will provide real-time updates to the University regarding any emergency that may be happening where a Clark traveler is located. The registry also enrolls Clark travelers to enroll in Alert Traveler. Travelers can download an app to their phone and be alerted to any crises or emergency situations that occur where they are. The University may not be able to assist or arrange evacuation for students, faculty and staff who do not register their travel. Failure to register may also jeopardize the traveler’s access to Clark insurance coverage and may impact their Clark funding.

3. Safety & Security Orientation

All study abroad programs and University-related activities involving students must include pre-departure orientation for all travelers. The academic or administrative unit sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all Travelers attend or receive the materials in written or electronic formats.

At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for Travelers; potential social, political, health, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents. Travelers will be subject to the laws and customs of the locations they visit. Clark University is not responsible for the violation of any laws and customs by travelers.

All Clark policies, including the University Student Code of Conduct, the Student Handbook, employee policies, and faculty handbook, apply to all travelers while abroad. Additional policies may apply for specific international travel programs.

Undergraduate Students

The type and content of the orientation required for undergraduate students will depend on the program and the destination. Students studying on a program approved by the Office of Study Abroad and Away will participate in pre-departure orientation provided by that office. Undergraduate students traveling on short-term trips overseas will be required to meet with their trip leaders for an overview of the details of the trip, including a review of the conditions of participation and content issues related to the trip. Travel to a Level 4 destination is prohibited (see Section V).

Graduate Students

In addition to obtaining approval by the Travel Review Committee, graduate students traveling to a Travel Advisory Level 3 destination on both credit-bearing and non-credit-bearing programs are required to meet with the appropriate faculty or staff to review the latest information about the stability and security of the region to which they are traveling and identify or develop strategies if conditions deteriorate. Travel to a Level 4 destination is prohibited (see Section V).

Graduate students traveling to Level 1 or 2 destination are not required to attend an orientation but are strongly advised to consult with their department contacts and for further information, guidance and useful resources.

Faculty and Staff

All faculty and staff who lead or travel with undergraduate and graduate students must attend an orientation session to be trained on the risk, safety and security aspects of traveling as a responsible representative of the University. Faculty and staff who lead or travel with graduate students to Travel Advisory level 3 destinations must also attend a safety and security orientation. These orientations will be organized by the Business Office upon request.

All Travelers

All travelers must read and understand the “[International Travel Checklist](#)” as they prepare for their trip.

The University requires that all international travelers who are U.S. citizens register information about planned travel with the State Department’s Smart Traveler Enrollment Program (“STEP”). STEP is a free service provided by the U.S. Government to U.S. citizens who are traveling outside of the United States. STEP registration (step.state.gov) allows the State Department to better assist U.S. citizens in the event of an emergency. The University recommends that non-U.S. citizens contact their home country governments to inquire about available registration and support.

The University encourages all international travelers to review and monitor safety and security information and travel advice issued by the federal government, including the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, the U.S. Department of Homeland Security and the U.S. Department of Agriculture.

V. Travel Advisory Levels

The University does not encourage travel to destinations that are classified as U.S. DOS Travel Advisory Levels 3 and 4. Students are prohibited from traveling to a Level 4 destination. Students requesting Clark-related travel to a Level 4 destination that is also their homeland should follow procedure noted below.

Travelers who are contemplating travel to a Level 3 or 4 destination must request the University’s Travel Review and Advisory Committee to review travel plans. Requests must be submitted prior to making travel arrangements and should allow for at least two weeks for the Committee to review the request. The State Department regularly updates the list of Travel Advisory levels on its [website](#). The University may not be able to provide travel assistance and/or insurance benefits to travelers visiting destinations with a Travel Advisory Level 3 or 4.

The University, at its sole discretion, may deny or withdraw approval for international travel at any time. If the State Department issues a Travel Alert or escalates a Travel Advisory for a given destination, the University may require travelers to depart that destination. The University may not be able to ensure full cost and academic credit recovery to students during a government or University-mandated withdrawal or evacuation.

1. Travel Review and Advisory Committee

The Travel Review and Advisory Committee evaluates the safety and security risks associated with international travel. The Committee is responsible for reviewing all proposed travel to destinations with a Travel Advisory of Level 3 or 4 and providing recommendations to the Provost or designee who will decide whether to approve the international travel. The Committee may also evaluate proposed travel to Level 1 or 2 destinations upon request.

The Committee is composed of the Director of Study Abroad and Away Programs, the Business (Risk) Manager, the Associate Dean of International Programs and the Senior Director of Graduate Enrollment

Depending on the travel being reviewed, other committee members may include, but not limited to, the Dean of the College, Dean of the Faculty, Dean of Graduate Studies and Research, and Director of Student Leadership and Programming.

Travel to destinations under a State Department Travel Advisory Level 3 or 4 requires special precautions to promote safety and mitigate risk, and, in some cases, the University, through the Travel Review and Advisory Committee, may determine that University-related travel to a particular destination should be avoided altogether.

In evaluating proposed travel, the Travel Review and Advisory Committee will consider a number of factors, including, but not limited to, the academic or business necessity and appropriateness of the proposed travel, the individual's personal preparedness, the destination to be visited, method(s) of travel, communication plans, and whether the proposed trip complies with the applicable Travel Advisory level.

The Committee considers information from various sources including the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, the University's travel assistance providers, the University's insurance carriers and other expert sources in providing relevant operational, legal and risk management advice to travelers.

In order to request permission to travel to a destination that is at Level 3 or 4 you must complete Clark's [Travel Registry](#). You will be asked to provide specific information about your travel plans. This will include the following details at a minimum:

- Destination being visited.
- Specific location(s) within a destination that are planned to be visited.
- Dates of travel.
- Types of travelers (faculty/staff/students).
- Purpose of the travel.
- Types of transportation to be utilized.
- Plans and methods for communicating while travelling (emergency and non-emergency communications).

2. Mandatory Evacuation Orders

The University will not authorize international travel to any destination for which the State Department has issued a mandatory evacuation order. Any international traveler who is notified or otherwise becomes aware that the State Department has issued a mandatory evacuation order for the destination he or she is visiting should contact the University (see Section VII - Emergencies) and the nearest U.S. Embassy or Consulate, and should leave the country by the most expeditious and secure means available. International travelers in this situation should also contact the University at the earliest opportunity with information about their whereabouts and plans.

VI. Health Insurance

The University requires all international travelers to obtain adequate health insurance to protect against financial loss due to an unanticipated illness or hospitalization. The University reserves the right to require proof of health insurance before approving international travel.

Short-term health and medical emergency insurance can be purchased through the University. Students, faculty and staff can purchase international health insurance through GeoBlue [here](#).

All students, as well as spouses/partners accompanying faculty or staff, on Clark-related travel abroad must review and sign an acknowledgement and assumption of risk form. In addition, any international travelers traveling to an approved Travel Advisory Level 3 or 4 destination must review and sign a Travel Advisory acknowledgement and assumption of risk form, which is available in the travel registry.

VII. Emergencies

The University has developed a Travel Abroad Crisis Management Protocol to help manage crisis or emergencies related to travel abroad.

To request the assistance of Clark's Travel Abroad Crisis Management Team in an emergency situation while travelling, call University Police (+00-1-508-793-7575).

1. [Medical Emergencies](#)

It is the responsibility of each traveler to ensure they have health insurance that will cover them while they are outside of the United States.

Students

Students must purchase health and emergency insurance through GeoBlue at special rates negotiated by Clark (see section VI above). The GeoBlue insurance provides both medical insurance and emergency travel assistance.

Faculty and Staff

[International Insurance Policy](#)

Clark faculty and staff traveling abroad on Clark-related business are covered by a "foreign worker's compensation" insurance policy in the event they are injured in a work-related accident or are affected by an endemic disease (a disease that is the result of being in the location on Clark-related travel). This policy, provided by Chubb, will cover the medical bills and lost wages, including the costs of medical evacuation (if necessary).

For medical emergencies that are not the result of a work-related accident or endemic diseases Chubb can also provide assistance, however medical bills must be covered the traveler's own medical insurance. For this reason, it is imperative that all travelers obtain health insurance that will cover them outside the United States. If their health insurance does not cover them outside of the United States (or if they want additional peace of mind), faculty and staff may purchase health and emergency insurance

through GeoBlue at special rates negotiated by Clark. The GeoBlue insurance provides both medical insurance and emergency travel assistance.

Examples of medical situations that are not covered by the Clark provided insurance (Chubb) include:

- A disease of medical condition that is not caused by being in the Clark-related travel location. (Heart attack, appendicitis, cancer, stroke, etc.)
- Treatment for existing medical conditions.
- Accidents caused by engaging in non-work related activities. (Falling off a bicycle, injuries from hiking or mountain climbing, sports-related injuries, etc.)

Travel Assistance

Clark provides various travel assistance insurance to travelers on Clark-related business. Travel assistance can help with obtaining legal assistance, lost document assistance, emergency cash advances, pre-trip information, medical evacuation, and other services. Travel assistance options vary by type of traveler (faculty, staff, student). Please see the [Risk Management website](#) for up to date information regarding travel assistance options.

VIII. International Driving and Car Rentals

Clark University students are prohibited from driving while they are abroad as part of a Clark-related program. Employees are discouraged from driving. Every effort should be explored to utilize alternate transportation, such as, but not limited to, public transit and car hires.

If an employee chooses not to utilize alternate transportation, those driving on behalf of University business must follow the University's current [Driver and Vehicle Use Policy](#). Please note that when evaluating transportation options, travelers should consider the particular risks associated with their destination (condition of roads, availability of insurance, emergency services, drives on the left, etc.).