



International Travel Policy

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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 international travel to both travel warning countries and non-travel warning countries. This policy does not apply to personal travel undertaken by students, faculty or staff.

Students who are studying abroad through Study Abroad and Study Away Programs established by the Office of Study Abroad Programs (OSAP) are also subject to the policies and procedures of OSAP. In the event that these policies conflict or overlap, OSAP policies 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 sponsored or supported international travel program or activity if it determines the risk of travel is unacceptable.

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

III. Definitions

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

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

Faculty and Staff means all full- and part-time members of the faculty, including adjunct faculty, and all full- and part-time staff employed by the University.

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

Non-Travel Warning Country means a country that is not subject to a current travel warning issued by the U.S. Department of State.

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

Travel Warning Country means a country subject to a current Travel Warning issued by the U.S. Department of State.

IV. Required University Approval or Notification

All international travel involving staff or students in programs sponsored by units in academic departments must first be approved by the respective dean or department head. Faculty travel is approved through the “Faculty Application for Approval of Travel” form and related approval process. Any faculty-led student travel must be approved by either the Dean of the College or the Dean of Graduate Studies (whichever is appropriate) in consultation with the Director of Safety and Risk Management and the Director of Study Abroad and Away Programs.

Before departing, all foreign travelers (except students enrolled in formal study-abroad programs) are required to register their travel plans with the University through the online registration form available at clarku.edu/offices/business/risk/travelform.cfm .

Travel registration provides the University with information to help locate travelers in the event of a crisis or emergency. 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.

V. Travel Warning Countries

The University does not encourage travel that contravenes State Department Travel Advisories. Travelers who are contemplating travel to a Level 3 (Reconsider Travel) country must request and obtain advance permission from the University’s Travel Review Committee. Travelers who are contemplating travel to a Level 4 (Do Not Travel) country will not be permitted by Clark to travel to such country.

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 countries on its [website](#). The University may not be able to provide travel assistance and/or insurance benefits to travelers visiting travel warning countries.

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

Travel Review Committee

The Travel Review Committee evaluates the safety and security risks associated with international travel. The Committee is responsible for reviewing all proposed travel to travel warning countries and providing recommendations to the Provost or appropriate Dean who will decide whether to approve the international travel. The Travel Review Committee may also evaluate proposed travel to non-travel warning countries upon request.

The Committee is composed of the Director of Study Abroad and Away Programs, the Director of Safety and Risk Management, the Dean of the College, the Dean of Graduate Studies and the Associate Dean of International Graduate Programs.

The University requires that all proposed international travel to travel warning countries be reviewed and approved by the Committee. Travel to countries under a State Department Travel Warning requires special precautions to promote safety and mitigate risk, and, in some cases, the University, through the Travel Review Committee, may determine that University-related travel to a particular country should be avoided altogether.

In evaluating proposed travel, the Travel Review 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 part of the country to be visited, method(s) of travel, communication plans, and whether the proposed trip complies with the applicable travel warning.

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.

When making a request to the Committee for permission to travel to a country that is under a State Department warning, the traveler must provide the committee with the following details at a minimum:

- Country being visited.
- Specific location(s) within the country 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).

Mandatory Evacuation Orders

The University will not authorize international travel to any country 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 country he or she is visiting should contact the University (see Section IX - 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 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, particularly in the case of student travel.

Short-term health and medical emergency insurance can be purchased through the University. Information on the plans available can be found on the travel insurance/assistance page on the [Risk Management website](#). Please also see section IX below.

VII. Acknowledgement and Assumption of Risk

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 warning country must review and sign a travel warning acknowledgement and assumption of risk form, which may be obtained from the Director of Safety and Risk Management.

VIII. Safety & Security Orientation

All study abroad programs and University-sponsored international 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. Undergraduate students 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.

Graduate Students

In addition to obtaining approval by the Travel Review Committee, graduate students traveling to travel warning countries 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.

Graduate students traveling to non-travel warning countries are not required to attend an orientation but are strongly advised to consult with their department contacts and OSAP staff 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 warning countries must also attend a safety and security orientation. These orientations will be organized by OSAP in conjunction with the Director of Safety and Risk Management.

All Travelers

All travelers should read and understand the “International Travel Checklist” as they prepare for their trip (see appendix).

The University strongly recommends 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.

IX. Emergencies

The University has developed a Travel Abroad Crisis Management Protocol to help manage crisis or emergencies related to travel abroad. This document is available on the Risk Management website.

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).

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 who are enrolled in Clark's student health insurance program are covered by Blue Cross's "[BlueCard HTH Worldwide Program](#)". They also have access to worldwide travel assistance through AIG. Please see the [AIG travel assistance services flyer](#) for details. This coverage applies any time a covered student is travelling abroad – even if it is not Clark related.

Students who are not enrolled in Clark's student health insurance program are required to purchase health and emergency insurance through HTH Worldwide at special rates negotiated by Clark. The HTH insurance provides both medical insurance and emergency travel assistance.

Faculty and Staff:

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 AceUSA, will cover the medical bills and lost wages, including the costs of medical evacuation (if necessary). Faculty and staff will receive instructions on how to access this insurance when they [register their travel online](#).

For medical emergencies that are not the result of a work-related accident or endemic diseases AceUSA 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 HTH Worldwide at special rates negotiated by Clark. The HTH insurance provides both medical insurance and emergency travel assistance.

Examples of medical situations that are not covered by the Clark provided insurance (AceUSA) 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.

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.).