



University of Massachusetts Lowell

Policy Title:	International Travel Risk Policy
Policy Number:	AS-1-148
Responsible Office:	Life Safety & Emergency Preparedness
Responsible Position:	Director of Life Safety & Emergency Preparedness

I. Policy Statement

The International Travel Risk Policy applies to all university-related international travel by UMass Lowell faculty, staff, and students. While abroad, faculty, staff, and students are vulnerable to both natural and human-caused hazards. To effectively evaluate travel requests, UMass Lowell adopts this International Travel Risk Policy to guide the evaluation process for international travel requests.

II. Purpose

The purpose of the UMass Lowell International Travel Risk Policy is to promote the health, safety, and security of all members of the University community while traveling abroad. This policy is a functional annex to the University's Travel Expense Policy and the University's Campus Emergency Management Plan.

III. Scope

This policy applies to all UMass Lowell faculty, staff, and students requesting or engaging in international travel which is university-related.

IV. Definitions

- a. University-Related International Travel: International travel is considered university-related when such travel is:
 - i. in the course and scope of employment at UMass Lowell; or
 - ii. financed, in full or part, through UMass Lowell funding, scholarship, or sponsorship; or
 - iii. credit-bearing or the travel is necessary for meeting a course or degree requirement, including graduate research at UMass Lowell; or
 - iv. sponsored, arranged, endorsed, promoted, or administered by the University, or by university faculty or staff members; or
 - v. directly related to a UMass Lowell sponsored grant or contract; or
 - vi. undertaken by a registered student organization affiliated with or representing UMass Lowell such as a graduate or undergraduate student organization.

- b. University Funds: University funds, regardless of the source or the manner in which they are acquired, are defined as state and non-state funds, including but not limited to:
 - i. Grants;
 - ii. Contracts;
 - iii. Discretionary;
 - iv. Restricted account funds.
- c. International Travel: Travel undertaken outside the 50 United States and/or its territories.
- d. High-Risk Destinations: International destinations are classified as high-risk if they meet one or more of the following criteria:
 - i. Countries that have a U.S. Department of State Travel Advisory overall rating of 3 (reconsider travel) or 4 (do not travel);
 - ii. Countries that have regions within them with a U.S. Department of State Travel Advisory of 3 (reconsider travel) or 4 (do not travel);
 - iii. Countries that have a rating of 4 out of 5 or higher, considered “high risk” by our intelligence provider;
 - iv. Countries that have a warning level of 3 (avoid nonessential travel) or higher from the Center for Disease Control;
 - v. Other criteria as determined by the International Travel and Risk Committee (I-TARC).

V. Procedures

a. Pre-Travel Registration

- i. Pre-Travel Registration of all university-related international travel is required, regardless of the funding source.
- ii. Pre-Travel Registration is entered electronically in the [Terra Dotta Travel Registry](#). Travel should be registered a minimum of four weeks before the expected departure date. Additional information regarding the Travel Registry including step-by-step job aids may be found on the [Travel Office website](#).
- iii. Completing the Travel Registration process ensures enrollment of UMass Lowell travelers in the University of Massachusetts Travel Assistance and Insurance Program.

b. Individual Travel to High-Risk Destinations

- i. The Travel Registry monitors registrations on a daily basis for requests to travel to high risk destinations. Travelers are encouraged to submit their registrations prior to booking travel arrangements for international travel so their requests may be properly reviewed and approved.

- ii. Registrations to High-Risk Destinations
 1. UMass Lowell strongly discourages UMass Lowell travelers from traveling to High-Risk Destinations.
 2. Registration to High-Risk Destinations will be reviewed weekly by the International Travel and Risk Committee to evaluate the level of risk associated with the trip. The severity of risk may vary significantly from the place within a given country and travel warnings also may vary in the severity of their proposed restrictions.
 3. Travel to high risk destinations may require the submission of a Release of Liability as appropriate.
 4. No one may be required or coerced to travel to any high-risk destinations.

- c. **Student Group Travel to High-Risk Destinations (including Study Abroad)**
 - i. UMass Lowell prohibits student group travel to High-Risk Destinations.
 - ii. There may be instances where a UMass Lowell-sponsored group believes there is a compelling educational interest to conduct travel to a High-Risk Destination and it is possible to mitigate the risks. In these cases, the group may petition the International Travel and Risk Committee for prior approval.
 - iii. Groups are required to request and obtain advance permission from the International Travel and Risk Committee no later than four weeks prior to the scheduled departure. Travel arrangements should not be booked prior to receiving travel approval.
 - iv. Groups are required to complete a Group Safety and Risk Mitigation Plan

- d. **Sudden Change of Conditions**
 - i. The university may suspend an ongoing or previously approved international trip for faculty, staff, or students if a significant health, safety, or security concern is raised regarding the travel.
 - ii. In instances where a new travel advisory is issued after a trip has been approved, but prior to the starting date, reasonable efforts will be made to facilitate an emergency meeting of the International Travel and Risk Committee.
 - iii. In instances where travel has already commenced, the Committee will consult with the travelers to determine the best course of action. Recommendations may include, but are not limited to: no changes; modification to housing, activities, and/or schedules; suspension and withdrawal/evacuation.
 - iv. In making the assessment, the Committee will balance the value of the academic or professional experience in the specific location versus the risks associated with that location/travel.

VI. Responsibility

The International Travel and Risk Committee is charged with evaluating risk in connection with international travel conditions. Committee members are listed below:

- i. Provost or Designee
- ii. Executive Director of International Administration
- iii. Director of Study Abroad and International Experiences
- iv. Executive Director, Life Safety & Emergency Preparedness
- v. Emergency Preparedness & EMS Coordinator
- vi. Export Control Compliance Manager
- vii. UML Travel Registry personnel

The following positions are consulted on an as-needed basis:

- i. General Counsel (UMass President's Office)
- ii. Insurance Analyst (UMass President's Office)
- iii. University Health Services
- iv. School or College Deans office
- v. Faculty
- vi. Controller
- vii. Athletic Director Designee
- viii. Director of Career Services

VII. Attachments

None

VIII. Related Policies, Procedures and Announcements

- a. [University of Massachusetts Business & Travel Expense Policy](#) (Doc. T92-031)
- b. [Information Security Policy](#) (IT-5-111)
- c. [Security Awareness Policy](#) (IT-5-112)
- d. [Mobile Device and Cellular Services Policy](#) (IT-5-121)
- e. [Campus Emergency Management Plan](#)