




Administrative Policy

Title: International Travel Policy for Faculty and Staff

Source: Office of the Provost

Prepared by: Office of International Affairs

Approved by: Roderick Nairn
Provost and Vice Chancellor for Academic and Student Affairs



Effective Date: January 1, 2013

Replaces: New

Applies: All Campuses

A. Introduction

This policy provides guidance for faculty and staff concerning University of Colorado Denver I Anschutz Medical Campus-related or sponsored international travel, whether by faculty or staff or faculty accompanied by students. It also covers non-university travelers (such as volunteers, spouses and family members, and independent contractors) accompanying university travelers. It outlines the obligations of faculty who are overseeing student international travel when the faculty member does not accompany the student(s). This policy provides guidance to mitigate and manage risk for faculty and staff entailed in international travel under the auspices of the University. Such travel includes all international travel related to the faculty or staff member's professional responsibilities at the University, including travel pertaining to research, teaching, invited presentation, and all travel that includes supervisions of students, residents, fellows or other trainees. (Note: Grant-funded international travel, where the grant is processed through the University or the CU Foundation, is subject to this policy as well as to any regulations set by the granting agency.)

B. Policy Statement

Faculty and Staff are responsible for compliance with official University System and University of Colorado Denver I Anschutz Medical Campus international travel policies and with relevant federal regulations. This policy covers travel under the auspices of the University; it does not pertain to international travel that has no connection to the University, such as personal vacations.

B.1. Travel Authorization, Registration and Insurance

a. Required Travel Authorization

The official administrative [policy](#) statement of the University of Colorado System requires that all university personnel traveling internationally secure department approval for official university business travel. International travelers are required to provide in-country contact information and other related data.

b. Procurement Requirements

Faculty and Staff must comply with the Procurement Procedural Statement: [Travel](#) and follow all Procurement [guidelines](#).

c. Required registration with University International Assistance Provider (International SOS)

All international travelers under the auspices of the University are required to register with our international assistance provider (International SOS). This is a one-time process to create a [travel profile](#).

When travel arrangements are made through the University preferred travel agent, the itinerary is automatically uploaded into the International SOS database. If the travel arrangements are made through any other source, faculty and staff who are traveling under the auspices of the University must manually add their travel itinerary prior to undertaking international travel. Registration with International SOS provides information that will enable the University to activate intervention services on the traveler's behalf in the event of an emergency.

d. Registration with State Department

Prior to travel, University travelers (U.S. citizens only) should register with the State Department through the web-based [registration](#) service. Non-U.S. citizens should check with their respective governments for appropriate protocols.

e. Insurance for International Travelers (Employees)

Each University traveler is responsible for understanding his/her insurance coverage provided by the University. It is the responsibility of the traveler to determine whether appropriate supplemental insurance is needed, such as international travel health insurance. Departmental or project funds, if available, may be used to pay for supplemental international travel health insurance.

B. 2. International Travel for Non-University Personnel

a. Non University personnel accompanying university travelers

The University is not responsible for providing support or services to unaffiliated travelers. Prior to travel, all accompanying unaffiliated travelers (family members, friends, unaffiliated colleagues) must [complete and sign the Travel Agreement](#), Notice of Risk and Waiver of Responsibility and send it to the International Risk Management coordinator. There may be prohibitions on unaffiliated travelers in certain instances.

b. Non-University personnel traveling internationally on university business

Unaffiliated personnel who are volunteers or independent contractors on temporary assignment pertaining to university business must comply with all university international travel policies for the duration of their travel and must [sign the Authorized Volunteer Agreement, Notice of Risk, and Waiver of Responsibility](#) and send it to the International Risk Management coordinator prior to travel.

B.3. Travel to Countries and Regions with an Official Travel Warning/Travel Health Warning

Faculty and staff who travel abroad under the auspices of the University must notify the Office of International Affairs of their intention to travel to countries and regions for

which the U.S. State Department has issued an official [travel warning](#) and to countries for which the Center for Disease Control and Prevention has issued an official [travel health warning](#). Consult the [Office of International Affairs International Travel Site](#) for information and procedures.

B.4. Travel to Office of Foreign Asset Control Sanctioned Nations

Faculty and staff who travel abroad must notify the Office of International Affairs of their intention to travel to an OFAC [Sanctioned Nation](#). Consult the [Office of International Affairs International Travel Site](#) for information and procedures.

B.5. Legal/Regulatory and Research Compliance for International Travelers

All university travelers are expected to comply with laws of foreign nations while traveling, working and transacting business abroad. Legal codes of foreign nations differ from those of the U.S. and the traveler is responsible for compliance with these regulations.

a. Regulatory Compliance

All university travelers are required to comply with all export/import controls, regulations, restrictions and sanctions imposed by US and international travel destination authorities. In some instances violation of these regulations and restrictions entails high fines. All international travelers are responsible for compliance. For information [contact the Office of Regulatory Compliance](#).

b. Human Subject Research Compliance

Any proposed human subject research study to be conducted by faculty, employees or students of the University of Colorado Denver | Anschutz Medical Campus (or one of the Affiliates) must be reviewed and approved by the Colorado Multiple Institutional Review Board (COMIRB) or an appropriate IRB designated by COMIRB even if the research will be conducted in another country. In addition, international human subject research must be determined to be culturally appropriate and in compliance with the laws and conventions of the foreign nation(s) concerned. Please visit the [COMIRB website](#).

c. IACUC Compliance

Compliance with animal care and use protocols in international sites is the responsibility of the traveler. There may be requirements to comply with both University and U.S. regulations as well as a requirement to comply with regulations in the foreign nation. International transport of animals, animal parts, animal blood and fluids is subject to restrictions according to U.S. law and possibly the laws of other nations. [Contact the Institutional Animal Care and Use Committee \(IACUC\)](#) for information.

B.6. Faculty Leading/Taking Students Abroad

All university faculty members who will be accompanied by University students on international travel must inform the Office of Global Education. Faculty leading/taking students abroad must ensure that students comply with all Global Education policies and [procedures](#).

a. Faculty Compliance with Student Travel Policy

Faculty leading/taking students abroad must ensure that students comply with all [Global Education policies and procedures](#).

b. Faculty Mentoring, Supervising and Advising Students' International Travel and Activities

Faculty who mentor, supervise or advise students participating in international learning activities, but do not accompany students abroad, must comply with protocols designed to manage the learning, safety, and activity of the student. These [protocols](#) are established and administered by the Office of Global Education.

c. Faculty Compliance with Student Travel Policy

All university faculty members who mentor, supervise or advise University students' international travel and activities must inform the Office of Global Education. Faculty must ensure that students comply with all [Global Education policies and procedures](#).

B.7 Faculty Compliance with Departmental and Program Protocols

Certain departments and programs have established protocols for participation in international internships, clinical rotations, practicum and other international learning experiences and academic departments. Faculty should be aware of these program specific protocols.

B.8. Provost Approval of Travel Restrictions and Related Required Actions

The Provost, in consultation with International Risk Management Committee and Office of University Counsel, determines any and all student restrictions or required actions pertaining to international travel. Only the Provost is authorized to post official notice of University travel restrictions.

a. Student Travel Suspension for Designated Countries and Regions

Faculty leading, accompanying, hosting, employing or on-site mentoring undergraduate or graduate students' travel must be aware of the automatic suspension for student travel to countries with a travel warning and to Sanctioned Nations, which require a travel suspension appeal.

b. Appeals of Travel Suspension

Faculty leading, accompanying, hosting, employing or on-site mentoring undergraduate or graduate students' travel to countries with travel warning or to a Sanctioned Nation must prepare an [appeal](#) of the automatic travel suspension. The [appeals form](#) is required for all students traveling with a University faculty member or mentor.

B.9. Promoting/Advertising International Learning and Experiential Opportunities

Faculty should take care not to promote learning and experiential opportunities involving international travel that have not been vetted by the University and that are not affiliated with the University. If faculty or departments do list these providers and opportunities on university web sites or by other means, they must include the following disclaimer:

“THE PROGRAM is operated by an organization independent from and not affiliated with or sponsored by the University of Colorado Denver | Anschutz Medical Campus. Students who choose to participate in THE PROGRAM do so with the understanding that the University does not oversee, operate or manage this program and will not be liable to the student, family, heirs, or assigns under any circumstances for anything which may arise during the course of this program or during independent travel that may occur after the program has ended.”

APPENDIX A

Release, Assumption of Risk, and Waiver by Family Members Traveling with University Employees

Name _____

Location(s) of Travel/Program _____

Department _____

Name of Faculty/Employee to be accompanied _____

Dates of Travel: From _____ to _____

Please read this information completely before signing.

As a friend or family member of the above-named University of Colorado Faculty/Employee, I exercise my own free choice to accompany the Faculty/Employee on the travel/program identified above. I understand that accompanying the employee named above on this travel/program does not associate me with the University of Colorado. I understand that by accompanying a University of Colorado faculty/employee I am not an employee or agent of the University of Colorado for any purpose and am not entitled to any of the privileges, protections, or benefits of an employee of the University of Colorado including but not limited to, health care or workers' compensation benefits, or any other benefit of employment, direct or indirect.

I hereby release and discharge, indemnify and hold harmless the Regents of the University of Colorado a body corporate and their member officers, agents, employees and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against all claims, demands, costs and expenses, and causes of action whatsoever, either in law or equity, arising out of or in any way connected with any loss and/or bodily injury and/or disability from the travel/program identified above. I understand that I am solely responsible for any costs arising out of any bodily injury and/or disability, sickness, disease, or property damage sustained during this travel/program including any costs relating to repatriation. I also understand the University of Colorado does not provide either health or accident insurance to me under any circumstances for the travel identified above.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release, Assumption of Risk and Waiver.

Read and acknowledged this _____ day of _____.

Signature of participant/parent or legal guardian if under age

APPENDIX B

Volunteering for the University of Colorado: Volunteer Activity International Travel

Volunteer Name _____

Per the Colorado Workers' Compensation Act and Statutes, specifically C.R.S. 8-40-202, a volunteer is not considered to be an employee. Therefore, as a volunteer, I am not an employee or agent of the University of Colorado for any purpose and am not entitled to receive any compensation from the University of Colorado or any benefits of employment from the University of Colorado, including but not limited to, health care or workers' compensation benefits, vacation, sick time, or any other benefit of employment, direct or indirect. In the event of an injury requiring medical care, I or my your personal health insurance will be responsible for payment of all medical care. I understand that it is recommended that I purchase or obtain travel insurance because my existing health insurance may not be operative in the locations identified above.

When choosing to drive or ride in a non-University vehicle, I am aware that automobile liability and the corresponding insurance is the responsibility of the vehicle owner. I understand that the University's insurance does not respond to non-University vehicle liability.

I exercise my own free choice to participate in the above designated Activity. I understand and assume all associated risks. These risks include, but are not limited to (add risks specific to event here:)

I understand that there are certain dangers, hazards, and risks inherent in travel to the destination(s) identified above and the associated activities which could include serious or even mortal injuries and property damage.

Waiver – In the case of an emergency in which I cannot be reached, I authorize U.S. Embassies and Consulates to release information concerning my welfare and whereabouts to the University of Colorado. In authorizing this release of information, I hereby waive 5 USC Section 522 (b) (8).

I hereby certify that I have had sufficient time to review and understand the provisions contained above.

Read and acknowledged this _____ day of

Signature of participant: _____

Approved: _____ Dept.: _____

IN CASE OF EMERGENCY PLEASE CONTACT:

Name Relationship Phone Numbers

SECONDARY CONTACT

Name Relationship Phone Numbers

APPENDIX C

**University of Colorado Denver | Anschutz Medical Campus
Independent Contractor Travel to International Destination**

Name _____

Location(s) of Travel _____

Company _____

Dates of Travel: From _____ to _____

Please read this information carefully before signing.

I exercise my own free choice to travel to the locations identified above as an independent contractor associated with the University of Colorado Denver | Anschutz Medical Campus. I am not an employee of the university for any purpose and am not entitled to any benefits of employment from the university, including but not limited to, health care or workers' compensation benefits, vacation, sick time, or any other benefit of employment, direct or indirect. I understand that it is recommended that I purchase or obtain travel insurance because my existing health insurance may not be operative in the locations identified above.

I understand that there are certain dangers, hazards, and risks inherent in travel to the destination(s) identified above and the associated activities which could include serious or even mortal injuries and property damage. Regardless, I exercise my own free choice to travel to _____ and fully assume all associated risk. I hereby release, discharge, indemnify, and hold harmless, the Regents of the University of Colorado, and the University of Colorado Denver | Anschutz Medical Campus and its members, officers, agents, employees, and any other persons or entities acting on its behalf, and the successors and assignees for any and all of the aforementioned persons and entities, against all claims, demands and causes of action whatsoever, either in law or equity arising out of my travel identified above. I understand that I am solely responsible for any costs arising out of any bodily injury and/or disability, sickness, disease, or property damage sustained during this travel/program including any costs relating to repatriation.

Waiver – *In the case of an emergency in which I cannot be reached, I authorize U.S. Embassies and Consulates to release information concerning my welfare and whereabouts to the University of Colorado and the University of Colorado Denver | Anschutz Medical Campus. In authorizing this release of information, I hereby waive 5 USC Section 522 (b) (8).*

I hereby certify that I have had sufficient time to review and understand the provisions contained above.

Printed Name

Signature

Date

IN CASE OF EMERGENCY PLEASE CONTACT:

Name

Relationship

Phone Numbers

SECONDARY CONTACT

Name

Relationship

Phone Numbers