



SUBJECT: GLOBAL TRAVEL SAFETY AND SECURITY	Effective Date: 1-3-23	Policy Number: 1.19	
	Amended:	Page	Of
	Supersedes: Provost's Memorandum 5.2 (July 2015)	1	6
Responsible Authority: Vice-President for Administrative Affairs			

APPLICABILITY/ACCOUNTABILITY

This policy applies to all persons engaging in University-sponsored or supported travel abroad or travelling abroad while in possession of University Assets.

DEFINITIONS

Traveler: Any person engaging in University-related travel or travelling while in possession of University Assets at any time within the travel period.

Travel Abroad: Travel that occurs outside of the United States and its territories.

Travel Advisory: Formal warning issued by the U.S. Department of State (DoS) advising caution in traveling to specified destinations due to reasons such as armed violence, civil or political unrest, high incidence of crime (especially kidnapping and/or murder), natural disaster, or outbreak of one or more contagious diseases. The U.S. Department of State uses a four-tier risk level system:

- Level 1 (exercise normal precautions);
- Level 2 (exercise increased caution);
- Level 3 (reconsider travel); and
- Level 4 (do not travel).

Conditions can change rapidly in any country at any time, and the risk level of any travel destination changes accordingly.

Study Abroad: Travel abroad for undergraduate or graduate students or student groups participating in a credit-bearing academic program abroad that has been reviewed and approved by Education Abroad (EA) (formerly known as the Office of International Programs).

Travel Period: The period between the time of departure from and the time of return to the University or the traveler's residence.

Travel Restriction: University-sponsored or supported travel abroad to a country is prohibited .

Travel Suspension: University-sponsored or supported travel abroad to a country is curtailed for a specified time period.

University Assets: tangible or intellectual property, data, and information that the University either owns or has custody of pursuant to contract, applicable law, regulation, or policy.

University-Related Student Travel Abroad: University-sponsored or supported travel abroad for undergraduate or graduate student individuals or student groups conducted as part of a program elective or required activity, research project, internship, service learning, volunteer activity, performance, competition, athletics, or any other activity connected to an individual's status as an active FAU student, regardless of the funding source. University-related travel may be academic (activity for academic credit or otherwise part of an academic program of study (such as internships, academic service-learning, practicum, or research) or non-academic (any non-credit international activity endorsed by a department, faculty/staff member, or travel organized by a Registered Student Organization (RSO)).

University-Related Non-Student Travel Abroad: Travel abroad by any person conducting University business in support of a specific program of instruction, research, field experience, site visit, public service, international conference, or other University-sponsored or supported activity regardless of the funding source.

POLICY STATEMENT

Florida Atlantic University is committed to responsible global engagement with a high priority on the safety and security of its constituents. This policy establishes standards and expectations associated with travel abroad, and outlines institutional mechanisms designed to assess risks or threats to safety and security abroad, to recommend procedures to safeguard University property, and to recommend steps to mitigate personal and institutional risk during international travel.

RESPONSIBILITIES

All college and departmental policies and procedures must be consistent with this policy and related procedures or directives. Given that safety, security and emergency-related issues or concerns tend to evolve rapidly, the University's travel safety and security policies, processes and practices will be reviewed on a regular basis and updated, as necessary.

The University has delegated the oversight and administration of travel abroad processes to the following entities:

Committees

- The Global Travel Safety and Security Committee is appointed by the Department of Emergency Management. This committee is responsible for assessing the programmatic aspects of security and the safety of persons engaging in University-sponsored or supported travel or work abroad, who may also have access to or be in possession of

University Assets while travelling abroad. The Committee also advises the Department of Emergency Management on travel safety and security matters, including evaluation of safety risks and security threats.

Committee Travel Recommendations

- Travel, including stops or layovers, in Level elevated or high-risk designated countries must be reviewed by the Global Travel Safety and Security Committee. For travel to a US State Department designated at a Level 3 - Reconsider Travel, the Global Travel Safety and Security Committee will provide their recommendation to the appropriate Division Vice President, as stated below, for consideration. For travel to a US State Department designated at a Level 4 – Do Not Travel, the Global Travel Safety and Security Committee will provide their recommendation to the University’s Executive Leadership Team for consideration.
- Committee recommendations regarding University Related Non-Student Travel Abroad will be provided to the Office of the Provost, the Vice President for Administrative Affairs, or the Vice President for Research as applicable.
 - Education Abroad (EA) in the Division of Academic Affairs is responsible for implementing processes and procedures regarding study abroad, including faculty-led study abroad programs, and for facilitating the approval of such programs by the University Provost or designee. EA is also responsible for implementing appropriate procedures to facilitate travel registration and insurance enrollment for individual students and student groups who are approved by a unit, department, or college to participate in University-sponsored or supported travel abroad.
- Committee recommendations regarding Study Abroad and University Related Student Travel Abroad will be made to the Vice President for Student Affairs and Provost, as applicable.

University Assets

- The Division of Research is the authority having jurisdiction over the Division of Research’s export control compliance and management.
- The Office of Information Technology is responsible for developing and implementing programs and procedures, to include safety and security, regarding access to or possession of University assets and university-issued telecommunications and computing property and the safeguarding of data owned or managed by the University.

PROCEDURES

- All Travelers are required to comply with all applicable travel-related and safety and security-related policies and procedures.

- All Travelers must check their travel abroad destination against the University’s travel risk list prior to submitting a travel request and adhere to all applicable processes and procedures associated with each risk category.
- Trip or program leaders or employees accompanying students abroad must require all Travelers to follow export control laws and regulations. If a license is required, the license must be in place prior to the export.
- All Travelers engaging in University-related travel must register their travel with the Global Travel Safety and Security Committee travel registry regardless of US State Department designation.
- All Travelers engaging in university-related travel must complete the Global Travel Liability Waiver regardless of the risk level of the international destination.
- All travelers must purchase and submit proof of international travelers’ insurance.
- Participation in pre-departure orientations or related acclimation or assimilation activities is strongly encouraged and may be mandated by the Global Travel Safety and Security Committee or individual programs.
 - Orientations must be held prior to departure and may include information on the following, as applicable:
 - Policies, rules, codes of conduct;
 - Safety and security issues, threats, and guidance;
 - Emergency preparedness and response protocols;
 - Travel insurance;
 - Communication and check-in guidelines;
 - Preserving, protecting, University assets; and/or
 - Adhering to export control laws and regulations.
- Any person travelling abroad with access to or in possession of University property at any time during the travel period must adhere to all applicable University policies, protocols, and procedures to safeguard, protect, and responsibly use and share the data, records, or property, including compliance with all applicable export control laws and regulations.
- If a spouse or dependent is accompanying a Traveler, the person on University-related travel must indicate this in the travel registry.
- Travelers must follow the United States and state laws related to traveling abroad, as well as laws applicable in the countries visited.
- **All student Travelers shall:**
 - Complete a pre travel orientation.
 - Receive pre-travel authorization for University-related travel abroad.
 - Register their travel abroad with the University prior to traveling to include providing a detailed travel itinerary.
 - Enroll in and submit proof of approved international travelers insurance prior to traveling.

- Fill out and submit a safety/security plan as determined by the Global Travel Safety and Security Committee.
- **All faculty or staff Travelers accompanying student Travelers shall:**
 - Receive pre-travel authorization for University-related travel abroad.
 - Register their travel abroad with the University prior to traveling to include a providing a detailed travel itinerary.
 - Enroll in and submit proof of approved international health and travel insurance prior to traveling.
 - Fill out and submit a safety/security plan as determined by the Global Travel Safety and Security Committee.
 - Receive orientation or training related to safety and security issues, threats and guidance, personal and institutional risk, and emergency preparedness and response protocols prior to any travel period.
- **All faculty or staff Travelers participating in University-Related Non-Student Travel Abroad shall:**
 - Register their travel abroad with the University prior to traveling to include a providing a detailed travel itinerary.
 - Participate in pre-departure orientations as determined by the Global Travel Safety and Security Committee.
 - Enroll in and submit proof of approved international health and travel insurance prior to traveling.
 - Fill out and submit safety/security plan as determined by the Global Travel Safety and Security Committee.

Failure to comply with requirements set forth within this policy may result in consequences including but not limited to delays in processing travel requests, personal fiscal responsibility, and disciplinary actions.

EMERGENCIES ABROAD

Existing University policies and procedures including, but not limited to, University Policy 1.14 Emergency Management and the FAU Comprehensive Emergency Management Plan, shall be utilized to effectively mitigate, respond to, and recover from emergencies occurring abroad.

ADDITIONAL RESOURCES

- Global Travel Safety and Security: <https://www.fau.edu/global-travel/>
- Student Travel Resources: <https://www.fau.edu/studenttravel/>
- Study Abroad: <https://www.fau.edu/goabroad/>
- Expense Travel Resources: <https://www.fau.edu/controller/travel/>
- Export Control Resources: <http://www.fau.edu/research/export-control/>

Policy Number: 1.19

Initiating Authority
VP Administrative Affairs

Signature: _____ Date: _____
Name: Dr. Stacy Volnick

Policies and Procedures
Review Committee Chair

Signature: _____ Date: _____
Name: Donovan Diaz

President

Signature: _____ Date: _____
Name: Dr. Stacy Volnick
