BALL STATE UNIVERSITY INTERNATIONAL TRAVEL POLICY

Any University student or employee proposing to undertake University authorized international travel must follow the appropriate approval, insurance, and travel security requirements set forth in this policy.

This policy applies to all Ball State University students, employees, and others traveling internationally under various University authorized arrangements including but not limited to: study abroad programs; internships; international travel for research; exchange programs; student group travel; technical or educational assistance programs; faculty led programs and any other international travel initiatives organized under University auspices by academic departments or administrative units.

This policy does not apply to travel outside of the United States for purposes of vacation, pleasure, study, or work outside the scope of University employment or programs.

I. Approval Requirements

- A. All international travel proposals must first be approved in writing by the appropriate University authority which may be the President, Vice President, Dean, Department Chair, or Program Director.
- B. A trip description, itinerary, and emergency contingency plan for proposed travel approved in (A.) above must be then filed with and approved by the Office of Risk Management (ORM). Contact ORM@bsu.edu for the travel form. If required by the Office of Risk Management, travelers must complete a program of risk management in international travel prior to international travel.

II. Pre-Travel Process

- A. All student travelers must participate in the Rinker Center for International Programs orientation program for international study and travel abroad. Contact with the Rinker Center should take place on or before October 1st for spring departures, and on or before April 1st for summer or fall departures. For trips which make compliance with the orientation program impractical, the Faculty Trip Leader should contact ORM@bsu.edu to arrange a customized orientation program.
- B. The Faculty Trip Leader, the Rinker Center for International Programs, or the Office of Risk Management will schedule a pre-departure meeting for all travelers noting the appropriate documents needed for that meeting.
- C. All travelers must register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) at the following url: http://travel.state.gov/travel/tips/registration/registration_4789.html. Registration is free and makes it easier for consular officers in U.S. embassies and consulates around

the world to contact travelers during an emergency including situations where family or friends in the U.S. are having problems trying to contact travelers with important news.

III. Insurance Requirements

- A. All travelers in programs directly controlled and administered by the University must purchase the university designated health and evacuation insurance. In addition, those student travelers traveling in excess of 60 days in such programs must also purchase the university designated international identity card. For trips of 60 days or less, purchase of the international identity card is optional. Contact the Rinker Center for International Programs or the Office of Risk Management for details.
- B. Students traveling in programs not directly controlled and administered by the University must meet all the administrative and insurance requirements of those programs. If such a program does not provide comparable insurance as is required in III(A.) above, then the student must purchase the university designated health and evacuation insurance as determined by the Office of Risk Management. A list of such programs approved for study abroad at Ball State University is available on the Rinker Center for International Programs website.

IV. Countries on U.S. Travel Warning and Sanctions Lists

- A. Ball State shall not sponsor, organize, facilitate, or encourage programs for undergraduate or graduate students to countries for which the U.S. Department of State has issued a travel warning. University employees traveling individually should be aware of the risks involved in traveling to a "travel warning" country as well as other parts of the world in which political/social instability can increase risks for international travelers. For a list of current travel warning countries, please go to http://travel.state.gov and click on Travel Warnings.
- B. Ball State shall not sponsor, organize, facilitate or encourage programs for undergraduate or graduate students for which the U.S. Department of Treasury (Office of Foreign Assets Control) has imposed sanctions. For a list of sanctioned countries, please go to http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx
- C. Any individual student or university employee seeking to travel to a country for which the U.S. Department of State or OFAC has issued a warning or sanction must seek authorization from Ball State University's International Travel Oversight Committee (ITOC). The petition for authorization must be filed with the ITOC at least 45 days before the scheduled travel. Contact <a href="https://orange.org/least-employee-seeking-to-travel-
- D. Authorization may be granted depending upon an analysis of current conditions in the country and may carry specific restrictions, including a signed release in which the

traveler acknowledges the heightened risk, assumes all risk, and releases the University from all liability. After authorization is granted and at any time before or during the actual travel, ITOC reserves the right to seek additional information from the traveler regarding the trip or conditions, impose additional restrictions on the travel, or rescind the authorization and cancel the travel should conditions in the country deteriorate.

V. <u>Cancellation of Travel Program</u>

The University reserves the right to cancel a program or other travel prior to departure or in progress if facts and circumstances are such that the University concludes traveler safety may be jeopardized. Financial loss resulting from such cancellation is the responsibility of the program participants.

VI. Contractual Authority

Faculty, staff, students, student groups, departments, and other units at Ball State cannot organize travel as a Ball State unit with a third-party provider (i.e. not the University) or enter into a contractual agreement with an outside vendor (travel agencies, tour operators, other universities, charitable or humanitarian organizations, etc.) without the consultation, review, and approval of the Office of Business Affairs.

VII. Travel with Laptop Computers or Electronic Mobile Devices

U.S. export control laws may prohibit or restrict taking laptop computers or other electronic data mobile devices (such as GPS equipment, PDAs, Blackberries, or any device that contains encrypted software) overseas. Travelers considering taking such devices abroad must comply with U.S. laws and the laws of the country to which they are traveling. In advance of travel, contact the Director of Research Integrity (cmmangelli@bsu.edu) in the Sponsored Programs Office for guidance if you have unique content and/or encryption software on your devices. Please be aware that custom officials in this country or abroad may decide to examine information contained on your device.

Approved by the International Travel Oversight Committee on May 26, 2011 Approved by the President's Cabinet on September 7, 2011