

	UNIVERSITY OF DENVER POLICY MANUAL RISK MANAGEMENT FOR INTERNATIONAL TRAVEL		
<u>Responsible Department:</u> Office of Enterprise Risk Management <u>Recommended By:</u> Vice Provost for Internationalization, Executive Director for Enterprise Risk Management, and Office of the Provost <u>Approved By:</u> Chancellor	<u>Policy Number</u> RISK 2.50.070	<u>Effective Date</u> 9/26/2023	

I. INTRODUCTION

- A. The University has long supported international travel to conduct research, study cultures, and languages, promote collaboration with peer institutions, and for otha1 2087 474.8Tm0 /mf551.8 654.16 0.47998l.14 re0.000001.14l212 Tf1 0 0 1 139

weeks before departure. For more information regarding COVID-19 vaccination requirements, please see <https://studentaffairs.du.edu/health-counseling->

Booking an international flight this way automatically registers your travel in the International Travel Registry. Information on how to book travel can be found [here](#): under "Frequent Travelers">>International Travelers.>>[Pioneer Travel & Expense](#)

- b.** Individuals who are not required to book travel through Pioneer Travel and Expense or Christopherson Business Travel must still register their travel in DU Passport at

- 3.** Employee international travel (with students):
 - a.** Employees conducting DU travel with students to any destination must (1) register such travel consistent with this Policy; and (2) seek approval from the International Travel Committee (ITC) through the

- Ø Note: If an elevated-risk alert is issued for a destination while a traveler is in that destination, the traveler may be required to leave the destination at their own expense.

C. Taking Students Abroad

1. All program leaders for Faculty/Staff-led DU group travel programs must follow the steps set forth below to facilitate reduction of risks and to provide sufficient time for training, review for conflicts of interest, and selecting and entering agreements with vendors.
 - a. Summary of the Proposal Process:
 - i. The complete process for submitting a proposal and seeking approval can be found here: <https://www.du.edu/risk/short-term-programs>
 - ii. Program Leaders must submit proposals to the International Travel Committee (ITC) for conditional approval by the following deadlines:
 - at least nine (9) months before travel for any new program or existing program with substantial changes, such as new destination, new vendor, and/or new adventure activities (e.g. white-water rafting, surfing, or any other exciting experience that has potential to be risky or dangerous).
 - at least six (6) months before travel for any program that ITC previously approved and that does not have substantial changes with respect to the risk assessment of the destination(s) or the other logistics of the program.
 - iii. Program Leaders must seek final approval by submitting a final proposal to ITC no later than one (1) month before travel but no earlier than two (2) months before travel.
 - iv. ITC will only consider proposals submitted after these deadlines on a case-by-case basis if the Provost supports ITC's consideration of the late proposal.
 - b. Additional Actions/Requirements:
 - i. ITC can withdraw approval at any time if ITC determines that the circumstances surrounding the program have substantially changed with respect to the risk assessment of the destination(s) or the other logistics of the program.
 - ii. The sponsoring unit must have a minimum of two (2) University staff/faculty members accompany the group on the trip and be responsible for supervising the group. If the group includes more than 20 students, the sponsoring unit must add, at the unit's expense, additional staff/faculty member(s) to accompany the group to maintain a 10:1 student to staff/faculty ratio.
 - iii. All program leaders must complete the online pre-departure training at least once every two (2) years. Program leaders may

consult with International Travel Health and Safety (ITHS) for additional guidance.

D. Motorized Vehicles

Due to the high risk of injury, the University prohibits students while on DU travel from (1) operating any motorized-vehicle (e.g., cars, trucks, vans, motorcycles, mopeds, motorized or electronic scooters, motorized bicycles, electric bikes, Segways, or jet skis); and (2) riding on any of the following motorized vehicles: motorcycles, mopeds, motorized or electronic scooters, motorized bicycles, electric bikes, Segways, or jet skis. Students may seek exceptions to this prohibition by contacting International Health & Safety (in the Office of Enterprise Risk Management) at intlsafety@du.edu. International Health & Safety will consider such exceptions on a case-by-case basis.

E. Insurance and Travel Assistance

The University has entered into contracts with vendors that provide urgent and emergent medical insurance (e.g., non-routine and not ongoing care), medical evacuation, political/security/natural disaster evacuation, repatriation, risk intelligence, and a variety of other travel-support services. DU travelers may be eligible for coverage and services through the University's vendors at no cost to them or the sponsoring unit. However, the University and the vendors make such services available at their discretion and subject to certain limitations. For more information about these vendors, the services they provide, and limitations on the availability of services, please review <https://www.du.edu/risk/insurance-abroad> and <https://www.du.edu/risk/international-sos>.

1. By offering these resources, the University does not guarantee access to, response from, or any specific capabilities from these vendors. The vendors' ability to provide services depend on the circumstances and nature of the incident and the traveler's needs.
2. If a traveler requires additional coverage, the traveler must obtain such coverage at their own expense.

F. Export Controls and Sanctions

All DU travelers must comply with the University Policy ORSP 1.10.070 - [Export Control/Trade Sanctions](#), and U.S. export control laws and regulations. DU travelers must seek approval from DU's Export Control Officer in the Office of

C. Destination means the region to which the traveler intends to travel. This may be an entire country, or an area defined within a country.

D. for purposes of this Policy means International Travel that falls into one or more of these categories: Funded entirely or in part by University resources; Organized primarily by the University (e.g., the University selects the participants); Conducted for University business and/or in academic-related programs; F1 10 G0 G0.00000912 0e4(to)d0.00000 38(schon)3(ar T38]TtivitiETs,3

requirements, to maintain the University's status as a top-tier research institution, and to protect the privacy rights of human research participants.

- L. [Office of Foreign Assets Control](#) is an office within the U.S. Department of the Treasury that administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traff

Revision Effective Date	Purpose
2/3/2023	<i>Major revisions to create a comprehensive International Travel Policy, sunset University Policy INTL 2.50.071 COVID International Travel Policy, and to change the Responsible Department to Enterprise Risk Management</i>
9/26/2023	<i>Minor revisions to align policy with practice</i>

Appendix I