Interim Policy for International Travel Safety and Compliance

To: Campus Community
Date: December 6, 2012

A new interim policy has been adopted and is now in effect for international travel. The interim policy is applicable to all University of Arizona faculty, staff, students and volunteers who travel internationally for a University purpose, including business, research, education, service, and contracted activities. The interim policy is online at: http://policy.arizona.edu/sites/default/files/Interim_International_Travel_Policy.pdf.

The interim policy is written with three primary goals:

- Improve traveler safety and the University’s ability to manage emergencies abroad
- Implement advance review and approval for travel to hazardous regions
- Improve institutional compliance with laws and regulations applicable to international travel

To achieve these goals, new procedures and systems are being implemented to supplement the University’s existing Travel Authorization process. These include the following:

- Travel Authorization forms must be completed and approved at the departmental level and submitted to the FSO-Travel Office in advance of travel. Certain types of travel (see below) must be received at least 30 days in advance of departure. For more information about UA travel policies see http://www.fso.arizona.edu/travel.
- Concurrent with submittal of Travel Authorization forms, travelers (or their assistants) are required to submit their itinerary information and complete a brief compliance questionnaire at an online portal set up for this purpose. The URL is: http://ua-risk.terradotta.com. Login requires a UA NetID. The site includes links to a variety of information sources for travelers, and will provide a centrally managed database of information that can be used to rapidly locate and communicate with UA travelers if an emergency situation arises anywhere in the world. The compliance questionnaire will serve as a screening tool to determine if the travel activity will trigger any regulatory compliance concerns that need to be addressed before departure.
- University travel to countries or regions affected by a U.S. State Department Travel Warning requires advance review by and approval. A new International Travel Safety Oversight Committee (ITSOC) has been established to conduct these reviews and make recommendations to the Provost. The ITSOC consists of university experts from multiple disciplines, and will also solicit input from faculty with specialized regional expertise to assist in review of travel proposals. A Supplemental Travel Authorization Form for Travel Warning Countries is used to collect additional information to facilitate review. For Travel Warning destinations, documentation must be submitted at least 30 days in advance of departure.
- Federal regulations governing export control of certain types of technology, travel to sanctioned or embargoed countries, and potential licensing requirements must be evaluated in advance. The Export Control Office is the unit responsible for coordinating University compliance with export control regulations and advising international travelers of their obligations to maintain compliance.
- Risk Management Services will continue to coordinate access as needed to international insurance and traveler assistance services. For those traveling abroad under contract with a federal agency, or for work on a U.S. military installation abroad, a federal requirement for Defense Base Act insurance is triggered, and must be arranged well in advance of travel. Travelers that meet these criteria must contact Risk Management Services to obtain the required insurance at least 30 days prior to planned departure date.

Implementation of the new Interim Policy for International Travel Safety and Compliance involves multiple units including the FSO-Travel Office, Office of Global Initiatives, Risk Management Services, Export Control Office, and Office of the Provost. An International Risk Analyst position has been established in the Office of Global Initiatives to coordinate policy implementation, connect travelers to resources, manage the online travel registration site, coordinate the work of the International Travel Safety Committee (ISTOC), and keep track of global safety concerns as they arise and participate in the University’s emergency response.

Questions about the interim policy and associated procedures may be directed to Steve Holland, Assistant Vice President for Risk Management Services, at 621-1790 or sholland@email.arizona.edu.

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