



Applies to:	LSA Chairs, Directors, and Chief Administrators
Related Policies:	N/A
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INTERNATIONAL TRAVEL POLICY

This memo sets forth LSA’s International Travel Policy, which contains provisions that go beyond those elaborated in the University’s International Travel Policy (Standard Practice Guide 601.31). The geographic definition of the term “Travel Abroad,” as well as “Group Travel Abroad,” and the role individuals and units play in this policy are outlined in the university’s policy 601.31.

All members of the LSA community engaging in international university-related travel must comply with this policy. The underlying basis for the policy is the health and safety of our community and the requirements, especially related to the Travel Registry and M-Compass, are intended to facilitate communicating and locating travelers in an emergency, such as a natural or political critical incident. University-related travel spans a wide variety of activities, including overseas study, research, conferences, internships, language training, presentations, etc. This list is not exhaustive and may include other scholarly opportunities. LSA defines University Related Travel as enrolled students, faculty and/or staff engaging in University-related travel. Below is a representative, but not exhaustive, list of activities that LSA considers to be University-related, though not necessarily University-endorsed, travel:

1. A UM Faculty or Staff member leads and/or accompanies students abroad
2. Students receive UM in-residence credit for their experience abroad
3. An LSA unit collects program fees for the international opportunity
4. An LSA unit provides any form of financial support for the experience, including scholarships
5. An LSA unit participates in the application process by collecting applications or assisting in application decisions
6. An LSA student goes abroad to conduct research or other academic work as part of requirement to achieve a degree, including when funded by external grants or fellowships
7. LSA Faculty use research funding for travel that is managed through an LSA unit. These funds may be via sponsored research projects, recruitment/retention funds, internal grants, or discretionary research accounts. All funds managed by an LSA unit fall under this policy.
8. LSA Faculty are invited to give a talk or attend an event and the travel is paid for by the institution extending the invitation.

A list of additional examples of UM-related travel is located on the Global Michigan [website](#) under the heading “Definitions of UM Related Travel.”

GROUP TRAVEL ABROAD

Group Travel Abroad refers to university related travel abroad of a cohort of students with similar travel dates, itinerary, related activities at the destination, and identical or related accommodations. Group travel abroad may be for study, research, joint project work, athletic or other competitions, musical performances, or similar University activities. All Group Travel requests must be sent to the Director of CGIS as the Dean’s Designee for Group Travel approval.

In order to ensure the safety of our community, **ALL students, faculty, and staff who participate in university-related travel abroad must register their travel with the university**, which involves registering with M-Compass (if students) or the Travel Registry (if faculty or staff). As part of registering their travel, LSA students, faculty and staff traveling internationally on university-related business must complete the steps outlined below.

Requirements for Students Traveling on University-Related Travel

CGIS is LSA's primary office for coordination of university-related travel.

1. LSA faculty should keep their department Chair and Chief Administrator informed when arranging university-related international travel for themselves and/or students.
2. All students (graduate and undergraduate) who intend to conduct research or pursue language training abroad on their own should also inform their department's Chief Administrator (or designated staff member) of their intent to travel on university-related business.

When a department Chief Administrator or their designee is informed of university-related international travel involving students (graduate and undergraduate) planned by any member of their unit, these steps should be followed:

1. LSA Department Chief Administrator should send a list of all participants traveling abroad to the Center for Global and Intercultural Study (CGIS), including the traveler's full name, unqiename and general proposed travel dates, if known (i.e. John Smith is going to China in May). This must be done for all undergraduate students, graduate students, faculty, and staff traveling together.
2. CGIS will add the students to MCompass and email them so that students can then complete requirements listed below:
 - a. Submit locations to be visited, with more specific start and end dates for each location (i.e. John Smith is going to Beijing, China from 5/4/2017-5/9/2017)
 - b. Enroll in HTH-GeoBlue travel insurance and upload card
 - c. Provide host country onsite contact information
 - d. Submit passport information and upload a copy of the photo page
 - i. (Highly recommended; not required)
3. CGIS will follow-up with students to ensure that they comply with LSA policy
4. Once all requirements have been met, CGIS will notify departments that travel has been approved by LSA. **In general, funds will not be released for travel that was not properly registered prior to the start of the trip.**

Requirements for LSA faculty and staff traveling on University Related Business:

1. Inform your unit's Chief Administrator of general travel plans.

2. Submit locations to be visited, with start and end dates for each location in the [Travel Registry](#) located in Wolverine Access (Main Menu>Self-Service>Faculty /Staff Travel Registry). Adding the department's Chief Administrator as a contact in the Travel Registry will generate an email to let him/her know that travel has been registered.

Faculty and staff are covered by the university's blanket travel abroad health insurance policy when on university-related travel.

Funding for travel may be in jeopardy if travel requirements above are not met prior to travel. Requirements should be completed prior to departure date. Any exceptions to this policy require approval from the Dean's Office. Please contact your unit's Dean's Office financial analyst.

Travel Warning and Travel Restriction Destinations

University Travel Warning: Travel is inadvisable due to significant health, safety or security risks.

University Travel Restriction: U-M related travel is generally prohibited due to extreme health, safety or security risks.

Travel to destinations listed on the University of Michigan Travel Warning or Restriction list is inadvisable; however, in compelling cases travel may be approved. Individual arrangements for university-related travel to travel warning/restriction destinations must be approved by the International Travel Oversight Committee ([ITOC](#)), whereas Group travel arrangements must be approved first by CGIS and then ITOC.

Travel Warning Destinations

When LSA students (or LSA faculty or staff taking students) register a trip to any country or region on University's [Warnings & Restrictions](#) an automatic email is deployed informing them of the following steps that are required in order to remain compliant with UM's Standard Practice Guide for International Travel:

INDIVIDUAL TRAVEL

- Graduate and undergraduate students traveling independently must complete the [Safety Plan for Individual Travel](#).

GROUP TRAVEL

- LSA faculty, staff, or students leading a group to a Travel Warning Destination must go through a two-level review process in order to secure approval to that destination. First, they must submit their completed [Safety Plan for Group Travel](#) to the Center for Global and

Intercultural Study for review. If CGIS approves the safety plan on behalf of the College, CGIS will forward the plan to the International Travel Oversight Committee (ITOC) for review (itoc-travel@umich.edu). ITOC has the ultimate authority to approve or deny the proposed university-related travel.

- Please allow enough time for both CGIS and ITOC to review the materials.

Travel Restriction Destinations

Undergraduate Travel to [Travel Restriction Destinations](#) is prohibited. Graduate Students may request an exception and must follow the same process as with travel warning destinations.

ITOC Safety Plan Review

The ITOC reviews safety plans for individual and group travel according to the travel requirements set forth in the [U-M International Travel SPG](#). The review process can take up to three weeks and is as follows:

1. The Senior Advisor for International Health, Safety and Security receives a Safety Plan from the traveler or group leader and conducts an initial assessment, which may include gathering additional information from the person who submitted the safety plan.
2. The Senior Advisor for International Health, Safety and Security sends the completed Safety Plan to the ITOC for review.
3. ITOC members assess the Safety Plan and send any concerns or questions within 48 hours of receipt. Plans are shared with the UHS representative only in cases where infectious diseases are a concern.
4. Acting as the Provost's Office designee, the Senior Advisor for International Health, Safety and Security weighs input and makes a decision regarding travel.

International Students traveling abroad

International students on a UM sponsored student visa have additional considerations and should consult with the International Center about visa questions. When international students are travelling to their home country, they should contact CGIS about HTH health insurance considerations.

What to do in the event of a known emergency

If an LSA traveler experiences an emergency abroad, they should call the University of Michigan Police Department at (734) 763-1131. Their call will then be routed to the LSA Emergency Phone and an LSA Emergency Responder will call back the traveler to provide assistance, resources and information as needed.

Travelers who suffer non-emergency difficulties (e.g., being the victim of a non-violent crime, hospitalization for a condition that is not severe or life threatening, moderate illness or injury, etc.) are encouraged to fill out the [Incident Report form](#) on the CGIS website. This ensures proper tracking of events abroad and our continued ability to keep our travelers safe while traveling internationally.

Resources for Traveling Abroad

The [Travel Resources](#) webpage, part of the [Global Michigan](#) site, offers resources for traveling abroad, including information on passports and visas. This site also contains useful information about the following: Paula, adding some menu items

- Travel Registry (faculty/staff and students)
- M-Compass (students)
- Group travel
- Individual travel
- Legal and Financial issues
- Health, Safety
- Stress management
- Safe computing abroad
- Travel Preparation checklist