

Effective Date	04/03/2019
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Sponsor	Terry Brown, Provost and Vice President of Academic Affairs
Responsible Office	Office of International Education
Next Review Date	04/03/2020

I. REASON FOR POLICY

The purpose of this policy is to ensure the safety of students, faculty, and staff traveling outside of the U.S.

II. POLICY STATEMENT

All university activities and programs that occur outside the U.S. must meet standards to ensure safety of the participants and success of the program. Students traveling under the guidance, sponsorship, or advisement of any faculty, staff, or department/division at Fredonia must enroll in international travel and emergency insurance through the designated SUNY provider for the duration of their time outside of the U.S. Any university employee traveling with students outside of the U.S. must contact the Office of International Education for approval procedures and training related to emergency preparedness and communication.

1. International travel of students
 - a. When students participate in an international program, they must enroll in SUNY's provider of international medical and emergency insurance and contact the Office of International Education for pre-departure procedures and documents. Travelers should check [Department of State websites](#) and [Centers for Disease Control](#) website for country-specific travel information and are encouraged to register in the [Smart Traveler Enrollment Program](#).
 - b. Independent travel of students and travel led by student organizations is not overseen by the university. Whether a trip is considered independent travel may depend on financial sources, involvement of a university employee, or credits being awarded for the activity. If there is concern about whether an activity is independent travel, please contact the Office of International Education.
2. University employees traveling internationally with students:
 - a. Any university employee traveling internationally with students must contact the Office of International Education for approval procedures. University employees accompanying students on international programs and students participating in international programs must complete pre-departure training and must be enrolled in SUNY's provider of international health and emergency insurance.
 - b. The university, in partnership with the Office of International Education, will ensure that the employee:
 - i. Has been provided with a pre-departure training program.

- ii. Is aware of the SUNY Clery and Title IX Procedure for international programs.
 - iii. Has adequate communications equipment and information in order to allow them to readily communicate with the students and campus leadership.
 - iv. Has been advised as to the proper insurance coverage and enrollment procedures for employees and students.
 - v. Has an approved emergency action plan.
 - vi. Has reviewed and will ensure that students review relevant health and safety information for the country of countries that they plan on visiting. Students are not allowed to participate without submitting the appropriate forms.
 - vii. Has secured reliable in-country language assistance, if necessary.
 - viii. Has a budget and adequate financial resources to accomplish the goals of the trip safely.
 - ix. Has secured reliable transportation and is aware of appropriate transportation methods.
 - c. For all activities, a roster of all participants must be included with a [Travel Authorization](#), submitted to University Accounting.
 - d. Failure to comply may result in loss of financial reimbursement and/or loss of indemnification.
3. International travel of university employees:
- a. When employees travel on university business, a Travel Authorization must be completed and filed with the Accounting Office. International travel follows the same [policies as other university-related travel](#).
 - b. University employees traveling on university business should check [Department of State website](#) and the [Centers for Disease Control](#) for country-specific travel and are encouraged to register in the [Smart Traveler Enrollment Program](#). Also be aware of [Information Security International Travel Guidelines](#), and SUNY's policies on [Export Control](#).
 - c. Employees should check their primary insurance provider to inform themselves of availability of services and reimbursement procedures. Minimal coverage through Global Activities Insurance is automatic upon approval of a travel authorization, but enrollment in SUNY's provider of international medical and emergency insurance is encouraged.
 - d. If an employee decides to enroll in SUNY's provider of international travel and emergency insurance, contact Office of International Education for further assistance.
 - e. Failure to comply may result in loss of financial reimbursement and/or loss of indemnification.

III. RELATED DOCUMENTS, FORMS AND TOOLS

SUNY Policy, "International Travel with Students," Document number 8952

http://www.suny.edu/sunypp/documents.cfm?doc_id=859

SUNY Policy, "Health Insurance Coverage for International Exchange, Research & Study Programs," Document

number 3750 https://www.suny.edu/sunypp/documents.cfm?doc_id=51

IV. DEFINITIONS

TERM	DEFINITION
International	Any country other than the United States
International Program	Overseas academic program, or a credit-bearing, course related, or other international activity involving students sponsored by SUNY at Fredonia. An international program may also be defined as a not-required-for-credit, optional experience organized by the instructor. For example, if a professor accompanies students on a visit to a Museum in Toronto, that activity is considered an international program. If you are uncertain whether a planned activity qualifies as an international program, contact the Office of International Education.
Employee	Any State University employee, officer, domestically-based agent, or domestically-based partner.
Student	Any student enrolled as a State University of New York campus full or part time in any program, class, or activity.
Approval	Written authorization by a campus president or designee.
Training Program	An educational program created or procured by a campus to educate employees on the challenges associated with traveling with students (e.g. medical care, student code or legal violations, financial considerations, emergency procedures, etc.).
Emergency Action Plan	A written plan describing how the traveling group and leaders will handle various unexpected emergency scenarios such as natural disasters, illnesses, injuries, political unrest, terrorism, abduction, kidnapping, assault, etc.

V. CONTACT & ENFORCEMENT

ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	Office of International Education	(716) 673-3451	naomi.baldwin@fredonia.edu international.education@fredonia.edu
Enforcement	Office of International Education	(716) 673-3434	naomi.baldwin@fredonia.edu international.education@fredonia.edu
Policy	University Policy Office	(716) 673-4828	policy@fredonia.edu policy.fredonia.edu