

Title: International Travel Risk Management Policy

EffectiveDate: January 1, 2021

Responsible Official: Vice Provost for Interdisciplinary and International Initiatives

Responsible University Office: Office of the Provost

Review Period: 5 years







- v. Connections, if desired, to CWRU alumni in the country of travel.
- vi. Possible funding to support international travel in the form of site visit grants to study abroad locations. Travel must be registered at least one month in advance and be in a location where students study abroad to be considered for this opportunity.

international shipping, purchasing products from foreign vendors, and international travel. Contact the CWRU Compliance Office for more information.

## V. CWRU Student Travel

The Office of Education Abroad (OEA) as a part of the Center for International Affairs is responsible for maintaining the risk management standards of students, administrators, and faculty participating in education abroad experiences.

- i. All CWRU students going on a faculty or faculty designed study abroad program must apply through the OEA to ensure that safety precautions are followed. Students will not be permitted to participate in a CWRU program abroad unless they have filed the appropriate application.
- ii. All CWRU students going on a faculty or faculty designed study abroad programs must attend a health and safety-departure orientation. Students will not be permitted to participate in a CWRU program abroad unless they attended this departure orientation.







within that country, the OEA will refer the program to the International Travel Risk Management Committee (ITRMC) for final evaluation.

CWRU students may not petition to travel to countries or regions with a level 4 state department advisory or a level 3 CDC warning.

- g. —Should a travel advisory escalate to a Department of State level 3 any time before the start of a program, the OEA will review the situation. Should a travel advisory escalate to a Department of State level 4 or a CDC level 3 any time before the start of a program, the program will be cancelled. Should a travel advisory escalate to a Department of State level 3 or 4 or should the CDC level rise after a program is in progress, the situation will be reviewed. In the event of an emergency situation, the OEA will consult with the appropriate officials and take action appropriately.
  
- h. —The International Travel Risk Management Committee (ITRMC) will review cases and

approval of travel or to provide travel arrangements, but rather to provide the university with travel information so that CWRU can provide travel resources and respond in the event of an emergency during travel. Travel approval is granted on the supervisor/departmental/dean level following established departmental and university procedures.

b.

CWRU understands that employees may occasionally travel for business purposes with individuals who are not traveling on behalf of the CWRU community, i.e., family, friends, or other non-CWRU colleagues. Companions on international travel are not covered by the CWRU emergency international travel insurance policy, but are encouraged to purchase their own emergency international travel insurance while abroad.

## VII. Employees Traveling with CWRU Students

Employees frequently travel abroad with students on study abroad programs, to conduct research, to attend conferences and meetings, to conduct field studies, etc. CWRU encourages employees to include students in their international engagements, but recognizes that taking a leadership role when traveling with students requires employees to adhere to a higher standard of awareness and care in regards to risk than when traveling alone or simply in conjunction with students.

Examples of employees traveling with students include, but are not limited to,

- a. attend a mandatory risk management training on traveling with students offered frequently by the Center for International Affairs. This training is valid for two years and then must be retaken.