

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: International Travel Policy
Policy Number: 04.16.04
Issuing Authority: President
Responsible Officer: Chief Financial Officer & Treasurer

Date Created: December 2019
Date Last Amended/Reviewed: December 2019
Date Scheduled for Review: December 2024
Reviewing Office: Risk Management & Treasury

I. Scope of Policy & Rationale

Temple University is committed to encouraging and supporting international travel and collaboration. A global perspective and engagement are essential to Temple's academic mission. This policy recognizes that there are instances in which personal health, safety, and security issues must be considered together with the benefits of exposure to international experiences.

This policy applies to all University employees, faculty, students, authorized volunteers and guests of the University who are traveling as part of any University Affiliated International Travel as defined below, regardless of the funding source. It sets forth requirements that must be met before and during University Affiliated International Travel, including travel to Elevated/High Risk Regions. This policy also requires that all University Affiliated International Travel be registered with the Office of Risk Management prior to departure.

II. Policy Statement

This policy establishes Temple's requirements for University Affiliated International Travel so that travelers can be connected with expertise and guidance on best practices, maximize safety and ensure compliance with applicable regulations.

University schools and colleges and business units may have additional policies and procedures that support this overall policy. In the event of any conflict between a school, college or business unit policy and this policy, this policy shall govern.

III. Definitions

University Affiliated International Travel: Any travel by Members and Affiliates of the University Community (as defined below) to an international destination which is for educational, research, or business purposes and which is related to the traveler's affiliation with the University. Personal travel, such as vacation, is not considered University Affiliated International Travel. International travel to or from global Temple campuses, such as Temple Rome and Temple University Japan, is also considered University Affiliated International Travel. This includes travel by groups affiliated with the University, such as organizations, clubs, and teams. This also includes travel to professional conferences/meetings related to the traveler's affiliation with the University, regardless of the funding source, including where the University travelers' costs are paid by an outside organization.

Exclusions

University-Affiliated International Travel does not include:

- Personal travel such as vacation, voluntary Board participation not affiliated with the University, or personal development not in furtherance of University business;
- Personal travel in excess of Temple's traveler insurance coverage before or after University Affiliated International Travel (for details see [Gateway to Finance International Travel website](#));
- Group travel organized by students, without administrative oversight, and which is unrelated to participation in or the function of a recognized student organization, or the purpose of which does not serve the mission of the University;

Members and Affiliates of the University Community: University employees, faculty, undergraduate students, graduate students, professional students, Authorized Volunteers and guests traveling as part of any kind of University Affiliated International Travel.

Authorized Volunteers: Individuals who are not otherwise included in the definition of Members and Affiliates of the University Community, who accompany a University group at the request of the group leader with the support of the cognizant school/college and/or business unit, for the purpose of enhancing the group's experience based on their subject matter, linguistic skill, or geographical knowledge. Prior notification and approval from the Education Abroad and Risk Management Committee as defined below is required before Authorized Volunteers can participate in University Affiliated International Travel.

Education Abroad and Risk Management Committee: Comprised of representatives of the offices of Education Abroad and Risk Management, the Committee is responsible for reviewing and approving all University Affiliated International Travel requests for which approval is required under this policy.

Elevated/High Risk Regions: A country or region identified by the University where the health, safety and security of travelers may be at an elevated risk, based upon information from reliable sources, including, but not limited to, the following: U.S. Department of State; Overseas Security Advisory Council; the Centers for Disease Control and Prevention; the University's travel assistance and insurance providers; and/or subject matter experts.

Elevated/High Risk Committee: On an ad hoc basis, the Education Abroad and Risk Management Committee will include additional advisory members who represent specific university functions and areas of responsibility. These advisory members will provide additional insight and information regarding travel requests related to elevated or high risk destinations. Recommendations to approve or deny travel to elevated or high risk destinations will be presented to the CFO or Provost for a final decision.

IV. Special Situations

If the safety or security of a location changes between the time approval has been granted and the date travel begins, a cognizant university officer, including, but not limited to, the CFO or Provost, may revoke the approval or require other safety measures reflecting the changed environment prior to re-authorizing travel or, alternatively require the itinerary to be evaluated or reevaluated by the Elevated/High Risk Committee.

V. Requirements

All faculty and staff members scheduling or participating in University Affiliated International Travel must register their travel with Risk Management prior to departure. Procedures and requirements for registering travel will be available from the Office of [Risk Management's website](#).

Faculty and staff members traveling without students do not require Risk Management approval but must still register their University Affiliated International Travel for emergency purposes.

All University Affiliated International Travel involving students, including travel undertaken by individual students, must be approved by (1) the cognizant school/college and/or business unit, and (2) the Education Abroad and Risk Management Committee, prior to travel. Travel to high/elevated risk regions will require an additional security and health review, as well as approval, by the High Risk Committee.

VI. Training and Other Procedures

Persons undertaking University Affiliated International Travel should review the health, safety, and crisis response materials available online prior to departure.

The President or his or her designee may, from time to time, promulgate training and other requirements in accordance with this policy.

VII. Procedures

Procedures and registration requirements for University Affiliated International Travel will be updated and posted online on the [Gateway to Finance International Travel website](#).

Notes

1. Dates of official enactment and amendments: Effective for University Affiliated International Travel booked after January 1, 2020.
2. History:
 - a. Supersedes: n/ab. Reviewed by Risk Management, Education Abroad, Ethics and Compliance Office, Office of University Counsel
3. Cross References/Appendix
 - a. Any international traveler who is planning to take Temple technology on an international trip, whether it is University affiliated or for personal reasons, should consult with Temple University's IT department for appropriate guidance.