

3364-85-01 International travel registration by university of Toledo employees or students.

(A) Policy statement

Any university of Toledo (“UT”) employees and students who travel internationally for university business, academic activity or for purposes related to their employee/student role must register with the center for international studies and programs (“CISP”) regardless of funding source. Registration requires the submission of documentation including the certification of insurance, registry, travel security and normal university approvals.

Per rule 3364-40-03 of the Administrative Code, all faculty and staff must receive permission from the department chair and college dean, or immediate supervisor, prior to the initiation of any university related travel outside of the United States. See rule 3364-40-03 of the Administrative Code for additional details on travel and business expense reimbursement procedures.

(B) Purpose of policy

Because of the increasing complexity of international travel, there is a need to ensure that university employees and students are properly supported when they travel overseas on university business, and that the university engages in best practices in risk management. This policy provides needed information to the university for these purposes, and it establishes a formal connection between the traveler and support systems (insurance, international SOS, etc.) that the university has in place for international travel. These support systems provide vital benefits, including insurance overseas as well as assistance and support (including evacuation services) in cases of emergency. It establishes a set of international travel procedures consistent across all employees for university related travel outside of the United States, including but not limited to international travel for research, presentation, professional development, educational, co-curricular, or administrative purposes sponsored or funded in any part by the university or by grant(s).

(C) Scope

This policy applies to all UT employees and students participating in travel outside of the United States for the purposes of university business or in connection with the individual’s educational or professional role at the university.

(D) Procedure

Any faculty, staff or student who intends to travel internationally shall register their needed information with CISP. This registration must occur prior to the university related international travel. Registration can be completed online through the CISP website, <http://www.utoledo.edu/CISP>.

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CERTIFIED ELECTRONICALLY

Certification

07/22/2019

Date

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