



## UNIVERSITY OF MASSACHUSETTS AMHERST

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### **UMass Amherst International Travel Registration Policy and Procedures**

**Date:** April 14, 2014  
**To:** Chancellor's Leadership Council  
**From:** Jack Ahern, Vice Provost for International Programs; Chair, International Risk Management Committee  
**Subject:** Proposed International Travel Registration Policy as approved at the Chancellor's Leadership Council April 14, 2014

#### **I. International Travel Registration Policy and Procedures (Effective September 1, 2014)**

This Policy applies to:

- A. Faculty or graduate students who lead or accompany undergraduates on university-related international travel – including international instruction and research, and non-credit/co-curricular activities.
- B. All "for-credit" study abroad, including independent study by UMass Amherst undergraduates.
- C. Any university-related, not-for-credit international travel by undergraduates, including, but not limited to, athletics, music, Recognized Student Organizations (RSO's).

Individuals in Categories A, B, and C (above) are required to register for international travel at least 30 days prior to travel using provided form.

- D. Faculty, staff or graduate students, engaged in university-related travel conference research, or other university-related travel are **strongly encouraged** to register their international travel at least 30 days prior to travel using provided form.

#### **II. Purpose and Benefits of International Travel Registration**

The purpose of the policy is to establish a system of registration for University-related international travel. In recognition of recent world events, natural disasters, political unrest, and other potentially destabilizing situations, the University seeks to manage the risks and benefits of its international activities, including travel to foreign destinations, for the benefit, security, health and welfare of the campus community. The registration system will enable the University to more efficiently provide emergency contact and emergency services to faculty, staff, and students travelling internationally on University-related business.

This policy is proposed by the International Risk Management Committee (IRMC), a subcommittee of the Campus Enterprise Risk Management Committee (CERM).



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The policy will establish a coordinated, online system that will provide efficient “one-stop” services for international travel authorization, registration, pre-departure information, emergency travel warning notifications, access to international travel health services, export control compliance, and related information and services to support UMass Amherst travelers on University-related international travel.

### Benefits of Registration

- A. Through registration of international travel, the University will provide faculty, staff, graduate students, and undergraduate students with additional pre-departure resources and information to assist in planning for international travel. These resources include, appropriate websites for up-to-date travel information on health and safety; information on compliance and export control; and other recommended websites for travel preparations, for example international road safety.
- B. With registration, the University will advise faculty on existing federal export control and licensing regulations. Such regulations may impact faculty, students and staff engaged in foreign travel for research and teaching activities. Export control laws are complex and dynamic, as they take into consideration evolving technologies and changing geo-political circumstances. Travelers who bring equipment or technical data, including laptops, smart phones, iPads, GPS, and other devices, may require a license or exemption determination when traveling to certain destinations. The registration process will assist travelers with export control compliance, including the use of university-provided “clean” laptops for any university-related travel to destinations of concern.
- C. The University of Massachusetts System currently provides international travel insurance\* to all University faculty, staff and students, volunteers and chaperones, who are travelling internationally on approved University-related business. This insurance coverage includes: emergency accident and sickness medical coverage, emergency medical evacuation, and emergency family travel, among other coverages. Additional details can be found at:  
<http://www.massachusetts.edu/treasurer/internationaltravelinsurance.html>  
Registration provides travelers with information about the coverage limits and exclusions of University-provided insurance, best-practices for travel safety and security for travel to high/moderate risk countries, advice on immunizations and other health precautions advised for the travel destination or related to the activities the traveler will engage. When international travelers are registered, in the event of an emergency, the traveler will be able to promptly and efficiently contact the University’s international insurance provider to seek emergency insurance coverage. When requested, the University can assist the traveler through this process. Registration will also eliminate the delay in a traveler accessing emergency coverage. The University, when asked to verify the traveler’s status, will be able to effectively verify approved business travel.
- D. With our online international travel registration system, the University will be able to contact faculty, staff and students in the event of an emergency— at the location of travel, or to family or contacts at home. News of emergencies abroad often raises concern at home. When



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travelers are registered, the University can verify traveler's safety, and communicate directly with colleagues and family.

- E. The benefits of registration become even more important for faculty traveling with students—on research, conference travel, or on faculty-led international programs. In these cases faculty assume legal responsibility for student's safety and security—and students, and their parents, rightly expect faculty to be knowledgeable and prepared! International travel registration will advise faculty of these responsibilities, and offer pre-departure workshops on best-practices for travel safety and security.

#### **IV. International Travel Registration Policy Requirements and Administration**

- A. The policy will be managed by the International Programs Office (IPO), in coordination with the International Risk Management Committee - a subcommittee of the Committee on Enterprise Risk Management (CERM).
- B. This proposed International Travel Registration Policy will be merged with the existing "Pre-Trip" Travel Authorization that is currently required for all University-related domestic and international travel by Faculty and Staff. When the merger is complete, the "pre-trip" travel authorization and this "international travel registration policy" will be integrated in a single online system. The system will be managed in Amherst by the International Programs Office, who will provide training and support for all campus units involved in travel approval, advising and approvals. The "Pre-Trip" travel authorization, authorizes and approves reimbursement amounts and sources, approval of coverage of duties during the travel absence, and is approved by signature of supervisor/dept. head/dean.
- C. Registration requires travel itinerary and emergency contact information, including: dates of travel, all destinations and accommodations during the travel, including contact information for the traveler, host, hotel - and emergency contacts at home.
- D. The registration requires a signed Waiver (currently for undergraduate and graduate student travelers) for all University-related international travel to U.S. Dept. of State Travel Warning Countries indicating the traveler's awareness of the travel warning, and that they are traveling on their own volition.
- E. The international travel registration system will be linked with the Office of Research and Engagement's "Export Control" compliance process.
- F. All travelers have the OPTION to VOLUNTARILY provide data for an international travel competencies database (including language competence, international degrees, international research or teaching experience). This database will be available to support campus' internationalization activities.
- G. The policy will be periodically evaluated for its effectiveness, ease of use, and value.