# International Travel Policy

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I. Scope

Clark University supports faculty, staff, and student participation in international activities and promotes the development of opportunities for international study and research. To this end, the University attempts to balance the value of participation in international activities against potential risks and crises that may develop. The University also seeks to provide resources to assist students, faculty and staff in preparing for safe and successful international travel.

This policy sets forth the requirements that students, faculty and staff must meet before and during University-related international travel. This policy applies to all international travel. This policy does not apply to personal travel undertaken by students, faculty or staff or any independent travel done before, during or after the Clark-related agenda. This policy does not apply to independent contractors hired by Clark University to conduct University business.

Students who are studying abroad through either the Study Abroad and Study Away Programs or the Leir Luxembourg Program (LLP-CU) are also subject to the policies and procedures of the respective program. In the event that these policies conflict or overlap, policies from the respective program will take precedent over this policy.

II. Policy Statement

While the University supports international travel by faculty, students, and staff, it also recognizes the risks associated with such travel. The University reserves the right to restrict, deny, or postpone any University related or supported international travel program or activity if it determines the risk of travel is unacceptable.

**University faculty, staff, and students who do not follow this policy will bear full responsibility for any liability resulting from their travel.**

Clark University reserves the right to change this policy and related procedures in light of changing circumstances affecting travel, safety, health, or other matters related to the best interest of the University.

This policy will be posted on the Clark website and made available to every person traveling abroad for any Clark-related program or activity.

III. Definitions

**Clark-related Travel** is when the travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person’s areas of responsibility, activities (including co-curricular and extracurricular), course of research, teaching, or study at Clark or is undertaken with, or organized by, any Clark organization, division, department, or office, even when that travel is not for an academic or professional purpose. Examples include travel for research, teaching, conferences, co-curricular or
administrative purposes, international study, and student group travel (whether offered for credit or not).

**Destination** can refer to country, city, state or any other geographic designation recognized by the U.S. DOS.

**Faculty and Staff** means anyone who is on the payroll of the University including all full- and part-time members of the faculty, all full- and part-time staff, and those on research appointments.

**Independent contractor** is a person or entity contracted to perform work or provide services to Clark University as a non-employee.

**International Travel** means Clark-related travel outside of the United States and its possessions.

**International Traveler** means all students, faculty members, and staff persons undertaking international travel.

**Student** means any Clark student who is enrolled in a degree program, credit bearing non-degree program, non-credit program, professional certificate, or continuing education program at the University.

**Travel Advisory Levels** are issued by the United States Department of State (U.S. DOS) and are updated on a daily basis. Please visit the following URL for the most up-to-date definitions: [https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)

Four different levels can be issued:

**Level 1**: a destination determined by U.S. DOS to be at the lowest advisory level for safety and security risk (Exercise Normal Precautions/Blue).

**Level 2**: a destination determined by U.S. DOS to pose heightened risks to safety and security (Exercise Increased Caution/Yellow).

**Level 3**: a destination determined by U.S. DOS to pose serious risks to safety and security (Reconsider Travel/Orange).

**Level 4**: a destination determined by U.S. DOS to be at the highest advisory level due to greater likelihood of life-threatening risks (Do Not Travel/Red).

**IV. Steps Required by the University for Clark-Related International Travel**

Prior to departure, all international travelers (except students enrolled in formal study-abroad programs) must:
1. Be approved by the respective department head (or dean), program director, and/or Travel Review and Advisory Committee.

2. Register travel plans with the University through the online registration form available at clarku.edu/offices/business/risk/travelform.cfm.

3. Travelers must attend an orientation subject to details below in section IV-3.

1. **Approval**

   **Faculty and Staff**
   Faculty who are traveling on Clark-related business, whether independently with students, or someone who is non-affiliated with Clark (such as a spouse or partner), are considered to be international travelers and must recognize the inherent liability and risk therein.

   Faculty travel is approved through the “Faculty Application for Approval of Travel” form and related approval processes.

   Staff travel is approved by their respective department head or director.

   Any faculty or staff-led student travel must be approved by either the Office of the Provost or their designee in consultation with the Travel Review and Advisory Committee.

   Any non-Clark affiliate is required to fill out an Assumption of Risk and waiver form (see section VII).

   **Student**
   Students who are traveling on Clark related business and not part of a formal Study Abroad or Away program or the LLP-CU, are considered to be international or student travelers and must recognize the inherent liability and risk therein. All student travelers, whether traveling with a faculty/staff member, or part of student led organization or club must gain approval from Director of Student leadership and Programming or designee. All students-including individual travelers on Clark business- must also sign an Assumption of Risk and Waiver Form (see section VII) indicating that they have considered and are willing to assume these risks.

2. **Registration**

   Before departing, all international travelers (except students enrolled in formal study-abroad programs) are required to register their travel plans with the University through the online registration form available at www2.clarku.edu/offices/business/risk/travelform.cfm.

   Travel registration provides the University with information to help locate travelers in the event of a crisis or emergency. The University may not be able to assist or arrange evacuation for students, faculty and staff who do not register their travel. Failure to register may also jeopardize the traveler’s access to Clark insurance coverage and may impact their Clark funding.

3. **Safety & Security Orientation**
All study abroad programs and University-related international activities involving students must include pre-departure orientation for all travelers. The academic or administrative unit sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all Travelers attend or receive the materials in written or electronic formats.

At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for Travelers; potential social, political, health, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents. Travelers will be subject to the laws and customs of the locations they visit. Clark University is not responsible for the violation of any laws and customs by travelers.

All Clark policies, including the University Student Code of Conduct, the Student Handbook, employee policies, and faculty handbook, apply to all travelers while abroad. Additional policies may apply for specific international travel programs.

**Undergraduate Students**
The type and content of the orientation required for undergraduate students will depend on the program and the destination. Undergraduate students short-term trips overseas will be required to meet with their trip leaders for an overview of the details of the trip, including a review of the conditions of participation and content issues related to the trip.

**Graduate Students**
In addition to obtaining approval by the Travel Review Committee, graduate students traveling to a Travel Advisory Level 3 destination on both credit-bearing and non-credit-bearing programs are required to meet with the appropriate faculty or staff to review the latest information about the stability and security of the region to which they are traveling and identify or develop strategies if conditions deteriorate. Travel to a Level 4 destination is prohibited (see Section V).

Graduate students traveling to Level 1 or 2 destination are not required to attend an orientation but are strongly advised to consult with their department contacts and for further information, guidance and useful resources.

**Faculty and Staff**
All faculty and staff who lead or travel with undergraduate and graduate students must attend an orientation session to be trained on the risk, safety and security aspects of traveling as a responsible representative of the University. Faculty and staff who lead or travel with graduate students to Travel Advisory level 3 destinations must also attend a safety and security orientation. These orientations will be organized by the Business Office upon request.

**All Travelers**
All travelers must read and understand the “International Travel Checklist” as they prepare for their trip. This checklist is sent via email to each traveler after online registration is complete.

The University requires that all international travelers who are U.S. citizens register information about planned travel with the State Department’s Smart Traveler Enrollment Program (“STEP”). STEP is a free
service provided by the U.S. Government to U.S. citizens who are traveling outside of the United States. STEP registration (step.state.gov) allows the State Department to better assist U.S. citizens in the event of an emergency. The University recommends that non-U.S. citizens contact their home country governments to inquire about available registration and support.

The University encourages all international travelers to review and monitor safety and security information and travel advice issued by the federal government, including the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, the U.S. Department of Homeland Security and the U.S. Department of Agriculture.

V. Travel Advisory Levels

The University does not encourage travel to destinations that conflict with U.S. DOS Travel Advisory Levels 3 and 4. Students are prohibited from traveling to a Level 4 destination. Students requesting Clark-related travel to a Level 4 destination that is also their homeland should follow procedure noted below.

Travelers who are contemplating travel to a Level 3 or 4 destination must request the University’s Travel Review and Advisory Committee to review travel plans. Requests must be submitted prior to making travel arrangements and should allow for at least two weeks for the Committee to review the request. The State Department regularly updates the list of Travel Advisory levels on its website. The University may not be able to provide travel assistance and/or insurance benefits to travelers visiting destinations with a Travel Advisory Level 3 or 4.

The University, at its sole discretion, may deny or withdraw approval for international travel at any time. If the State Department issues a Travel Alert or escalates a Travel Advisory for a given destination, the University may require travelers to depart that destination. The University may not be able to ensure full cost and academic credit recovery to students during a government or University-mandated withdrawal or evacuation.

1. Travel Review and Advisory Committee

The Travel Review and Advisory Committee evaluates the safety and security risks associated with international travel. The Committee is responsible for reviewing all proposed travel to destinations with a Travel Advisory of Level 3 or 4 and providing recommendations to the Provost or designee who will decide whether to approve the international travel. The Committee may also evaluate proposed travel to Level 1 or 2 destinations upon request.

The Committee is composed of the Director of Study Abroad and Away Programs, the Business (Risk) Manager, and the Associate Dean of International Programs. Depending on the travel being reviewed, other committee members may include, but not limited to, the Dean of the College, Dean of the Faculty, Dean of Graduate Studies and Research, and Director of Student Leadership and Programming.

Travel to destinations under a State Department Travel Advisory Level 3 or 4 requires special precautions to promote safety and mitigate risk, and, in some cases, the University, through the Travel
Review and Advisory Committee, may determine that University-related travel to a particular destination should be avoided altogether.

In evaluating proposed travel, the Travel Review and Advisory Committee will consider a number of factors, including, but not limited to, the academic or business necessity and appropriateness of the proposed travel, the individual’s personal preparedness, the destination to be visited, method(s) of travel, communication plans, and whether the proposed trip complies with the applicable Travel Advisory level.

The Committee considers information from various sources including the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, the University’s travel assistance providers, the University’s insurance carriers and other expert sources in providing relevant operational, legal and risk management advice to travelers.

When making a request to the Committee for permission to travel to a destination that is under a U.S. DOS Level 3 or 4, the traveler must provide the committee with the following details at a minimum:

- Destination being visited.
- Specific location(s) within a destination that are planned to be visited.
- Dates of travel.
- Types of travelers (faculty/staff/students).
- Purpose of the travel.
- Types of transportation to be utilized.
- Plans and methods for communicating while travelling (emergency and non-emergency communications).

2. **Mandatory Evacuation Orders**

The University will not authorize international travel to any destination for which the State Department has issued a mandatory evacuation order. Any international traveler who is notified or otherwise becomes aware that the State Department has issued a mandatory evacuation order for the destination he or she is visiting should contact the University (see Section IX - Emergencies) and the nearest U.S. Embassy or Consulate, and should leave the country by the most expeditious and secure means available. International travelers in this situation should also contact the University at the earliest opportunity with information about their whereabouts and plans.

VI. **Health Insurance**

The University requires all international travelers to obtain adequate health insurance to protect against financial loss due to an unanticipated illness or hospitalization. The University reserves the right to require proof of health insurance before approving international travel.

Short-term health and medical emergency insurance can be purchased through the University. Information on the plans available can be found on the travel insurance/assistance page on the Risk Management website. Please also see section IX below.
VII. Acknowledgement and Assumption of Risk

All students, as well as spouses/partners accompanying faculty or staff, on Clark-related travel abroad must review and sign an acknowledgement and assumption of risk form. In addition, any international travelers traveling to an approved Travel Advisory Level 3 or 4 destination must review and sign a Travel Advisory acknowledgement and assumption of risk form, which may be obtained from the Business Manager.

VIII. Emergencies

The University has developed a Travel Abroad Crisis Management Protocol to help manage crisis or emergencies related to travel abroad.

To request the assistance of Clark’s Travel Abroad Crisis Management Team in an emergency situation while travelling, call University Police (+00-1-508-793-7575).

1. Medical Emergencies

It is the responsibility of each traveler to ensure they have health insurance that will cover them while they are outside of the United States.

Students

Students who are enrolled in Clark’s student health insurance program are covered by Blue Cross’s “BlueCard Worldwide Program”.

Students who are not enrolled in Clark’s student health insurance program must purchase health and emergency insurance through GeoBlue at special rates negotiated by Clark. The GeoBlue insurance provides both medical insurance and emergency travel assistance.

Faculty and Staff

International Insurance Policy

Clark faculty and staff traveling abroad on Clark-related business are covered by a “foreign worker’s compensation” insurance policy in the event they are injured in a work-related accident or are affected by an endemic disease (a disease that is the result of being in the location on Clark-related travel). This policy, provided by Chubb, will cover the medical bills and lost wages, including the costs of medical evacuation (if necessary). Faculty and staff will receive instructions on how to access this insurance when they register their travel online.

For medical emergencies that are not the result of a work-related accident or endemic diseases Chubb can also provide assistance, however medical bills must be covered the traveler’s own medical insurance. For this reason, it is imperative that all travelers obtain health insurance that will cover them outside the United States. If their health insurance does not cover them outside of the United States (or if they want additional peace of mind), faculty and staff may purchase health and emergency insurance through GeoBlue at special rates negotiated by Clark. The GeoBlue insurance provides both medical insurance and emergency travel assistance.
Examples of medical situations that are not covered by the Clark provided insurance (Chubb) include:

- A disease of medical condition that is not caused by being in the Clark-related travel location. (Heart attack, appendicitis, cancer, stroke, etc.)
- Treatment for existing medical conditions.
- Accidents caused by engaging in non-work related activities. (Falling off a bicycle, injuries from hiking or mountain climbing, sports-related injuries, etc.)

**Travel Assistance**

Clark provides various travel assistance insurance to travelers on Clark-related business. Travel assistance can help with obtaining legal assistance, lost document assistance, emergency cash advances, pre-trip information, medical evacuation, and other services. Travel assistance options vary by type of traveler (faculty, staff, student). Please see the [Risk Management website](#) for up to date information regarding travel assistance options.

**IX. International Driving and Car Rentals**

Clark University students are prohibited from driving while they are abroad as part of a Clark-related program. Employees are discouraged from driving. Every effort should be explored to utilize alternate transportation, such as, but not limited to, public transit and car hires.

If an employee chooses not to utilize alternate transportation, those driving on behalf of University business must follow the University’s current Driving Policy. Please note that when evaluating transportation options, travelers should consider the particular risks associated with their destination (condition of roads, availability of insurance, emergency services, drives on the left, etc.).