

Oklahoma State University Policy and Procedures

Oklahoma State University International Travel Policy	1-0132 GENERAL UNIVERSITY April 2010
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1.01 Purpose

This policy outlines Oklahoma State University's administrative requirements for all OSU students, faculty and staff traveling on official university business or with university-sponsored programs outside the U.S.

2.01 Definitions

For the purpose of this policy:

- A. "International Travel" is defined as travel to any destination outside the 48 contiguous states.
- B. "University-Sponsored Programs" is defined as those educational programs abroad that are developed, negotiated, or managed by Oklahoma State University and involve International Travel as defined above. "University-Sponsored Programs" include student travel organized and/or accompanied by a faculty member, including travel to conferences, for field trips, or for research for one or more students.

3.01 Travel Authorization

- A. The OSU/A&M Board of Regents must be informed in advance of all official International Travel (Board of Regents Policy 2.15).
- B. For compliance and record keeping purposes, University-Sponsored Programs must be submitted through the Office of International Education and Outreach to the Vice President for Academic Affairs for approval.

4.01 Program Planning

Oklahoma State University travel and purchasing policies apply to University-Sponsored Programs and transportation arrangements for International Travel; see OSU Policy and Procedures 3.0201, section 10. Some University-Sponsored Programs require specific travel agents; however, no commitments on behalf of the University can be made without prior approval of the OSU Purchasing Department.

5.01 Contractual Agreements

Any contracts, agreements, block hotel reservations, group transportation arrangements, or group travel through a travel agent involving University-Sponsored Programs must be routed through OSU Purchasing. The Director of OSU Purchasing is the only University official authorized to sign these types of contractual agreements for Oklahoma State University.

6.01 Restricted Travel

Any International Travel or University-Sponsored Program to a country for which the US State Department has issued a Travel Warning must be approved by the Office of Risk Management. A list of such countries can be found on the State Department website, <http://travel.state.gov>. Contact the Office of Risk Management if the proposed International Travel involves a country included on the State Department Travel Warning list.

7.01 Compliance with University Policies

University policies remain applicable to faculty, staff, and students participating in International Travel or University-Sponsored Programs.

8.01 Orientation

University faculty and staff responsible for planning and/or directing University-Sponsored Programs should provide at least one orientation for all program participants, including accompanying faculty. Program policies and procedures should be provided in writing and, if possible, in a face-to-face meeting, to all participants and to the parents or guardians of student participants who are under 18 years old. Information on recommended travel practices and sources for additional travel guidelines should be provided to each participant and should include reference to the current travel and health warnings for the countries to be visited.

After attending the orientation session, all participants, and when appropriate, their parent or legal guardian, should provide written acknowledgement that they attended the orientation session and/or received the written documentation. This documentation should be kept by the responsible department for two years after completion of travel.

A program itinerary, along with a list of the participants and the group leader(s), their contact and emergency addresses, passport number, and record of their insurance policy should be filed with the Office of Risk Management. A copy of the participant information should accompany the group on their trip.

9.01 Insurance

A. Health and Accident Insurance

Any participant in International Travel is personally responsible for health and accident insurance coverage valid for each country to be visited. OSU faculty and staff who receive health insurance coverage through OSU should verify the impact of International Travel on their insurance coverage and benefits. This information is included in the document published by the OSU Human Resources Office, "International Travel and OSU Benefits for Civilian Employees" available at http://www.okstate.edu/osu_per/benefits/InternationalTravelCivilians.pdf

B. Emergency Medical Evacuation and Repatriation of Remains

International Travel participants are required to obtain insurance that includes coverage for Emergency Medical Evacuation and Repatriation of Remains. OSU faculty and staff on official university International Travel may confirm coverage at no charge through a state policy by registering with the OSU Office of Risk Management.

C. Employee Injury/Workers' Compensation

Faculty or staff employees who are injured in the course of their employment are covered under workers' compensation. Contact OSU Human Resources for information and assistance.

10.01 Reporting Accidents

Any situation that could lead to a liability claim against the University should be well documented, including a description of the incident, dates, location, persons involved, and the names and contact information of any witnesses. This information should be sent to the OSU Department of Risk Management in a timely and appropriate manner.

APPENDIX

Required Forms

The following forms are required for participation in or management of International Travel or University-Sponsored Programs:

1. Travel Request – This form should be completed at least two weeks before departure and signed by the department head and others as required by your particular administrative division.
2. Liability Waivers/Permission Forms – All participants in study-abroad programs sponsored by Oklahoma State University are required to sign a liability waiver. Minors need parental permission to participate. If the standard approved OSU waiver and release from liability is not used, any other variation must be approved by the OSU Office of Legal Counsel.
3. Medical Insurance – Evidence of adequate medical coverage abroad, including Emergency Medical Evacuation and Repatriation of Remains is required for all international travel.
4. Hazardous Travel Form – This form should be completed and signed if travelers intend to travel to a destination that is under a US State Department Travel Warning.
5. Student Sign-up List – Faculty/staff leading a University-Sponsored Program should have an official list of participants, their contact and emergency addresses, passport numbers, and record of their insurance policies. This list should be filed with the OSU Risk Management Office.