

Appendix A

REQUIREMENTS FOR TRAVEL APPROVERS

Travel Approvers are responsible for following the requirements set forth below when making determinations whether to allow or disallow university-sponsored or university-related travel.

Assessing and Approving International Travel

A. Resources to consider: Travel Approvers must consider, among other possible factors, the specific goals and activities of the anticipated travel program, the adequacy of planning and preparation of the Travel Organizer(s) or Travelers, and the general conditions they can expect to encounter. Travel Approvers must consult available information on travel, health, and security risks, including resources such as:

- [Geoblue](#);
- [U.S. Department of State](#) for any travel advisories in effect, and for general information on safety and health issues;
- [Centers for Disease Control and Prevention](#) for information on health risks for the destination);
- [Office for Study Abroad](#); and
- Further resources for evaluating international travel risks are set forth in the *Related Information* section of this policy.

B. Travel to High Risk Destinations

- Where travel involves a High Risk Destination, Travel Approvers must consider whether the particular project or activity can be undertaken at a later date when conditions may have improved in the country and/or whether the activity can be carried out in another country.
- The Travel Approver has the authority to allow travel to High Risk Destinations in cases where the educational or professional benefit of the travel is, in his or her determination, sufficient to outweigh indications of risk. The Travel Approver must disallow travel in cases where educational or professional benefit is judged not to outweigh safety concerns.
- Final approval for travel to High Risk Destinations is the responsibility of the Associate Provost for International Programs in consultation with the

INTERNATIONAL TRAVEL APPROVAL POLICY

Office of the Senior Vice President and General Counsel, the Office of Safety and Security, and the Office of Risk Management.