

PRESIDENTIAL DIRECTIVE
THE UNIVERSITY OF WYOMING
6-2014-1

Revised February 25, 2016

SUBJECT: International Travel Requirements

1. **General Information.** The University must provide knowledge, skills, and opportunities for students, faculty and staff to lead and excel in a world that is increasingly globally connected and, as such, the University will continue its efforts in the area of internationalization. As we do so, we must acknowledge the risks associated with international opportunities and do everything we can to ensure the safety of our students, faculty, staff, and constituents.
2. **Purpose.** The directives below are intended to ensure the University considers security and safety as it pursues critical internationalization.
3. **University International Travel Review Committee.** This committee is hereby created and shall be made up of the Director of International Programs, Chief Risk Officer, Dean of Students, and two faculty members who are involved in internationalization who will be appointed by the Vice President for Academic Affairs for a term of two years, or such other term as shall be established at the time of appointment. Keeping in mind the importance of balancing critical internationalization and global experiences with the safety and security of individuals, and keeping in mind the need to minimize administrative burden in achieving these objectives, the responsibilities of the committee shall be as follows:
 - a. Establish University policies and procedures for all international travel including, but not limited to a process whereby all faculty, staff and students traveling internationally for research, conferences, UW or other courses, or other University-related business will notify the University of the travel prior to their departure.
 - b. Define areas (cities, regions, countries, etc.) of heightened risk for international travel;
 - c. Establish University policies and procedures related to international travel to heightened risk areas including, but not necessarily limited to, a process or processes for reviewing and approving University-related international travel to heightened risk countries. The Vice President for Academic Affairs will receive the committee's travel recommendations and will be responsible for the final decision related to travel to heightened risk areas. The committee, following this decision, will first notify the requester, and subsequently other relevant parties, as appropriate. These may include the Department Head or Supervisor, Vice President for Student Affairs, etc.
 - d. Maintain a plan for monitoring and handling events occurring in international locations during University-related international travel.
4. **International Programs and Risk Management and Insurance – Responsibilities.** The International Programs Office and the Office of Risk Management and Safety shall provide administrative support to the committee. All policies and procedures developed by the committee shall be published on the International Programs Office and the Risk Management and Safety Office's websites, and shall be made readily available in other formats as necessary.

5. **University Students, Faculty, Staff, and Constituents – Responsibilities.** Each person engaged in internationalization is responsible for understanding the policies and procedures developed for University-related international travel and for complying with these policies and procedures.

Approved



Richard C. McGinity
University President



Date