



Standard Administrative Policy and Procedure

Subject: Heightened Risk International Travel

Number: UW SAP 7-9.8

I. PURPOSE

The International Travel Risk Assessment Committee (ITRAC) is responsible for the review and authorization of University-sponsored international travel to locations identified as presenting a **heightened risk** to the health and safety of University students, staff and faculty.

The ITRAC will also determine if an internationally conducted educational or research opportunity should be suspended, either before or during its conduct, due to health or safety concerns. In making these determinations, the Committee will balance the educational and/or research merits of the opportunity with its associated risk, with an emphasis on risk mitigation.

II. DEFINITIONS

Heightened Risk Travel: A University designation of **heightened risk** travel will be assigned to locations which currently have a “Reconsider Travel” (Level 3) or “Do Not Travel” (Level 4) advisory rating from the U.S. Department of State and/or an “Avoid Nonessential Travel” (Warning Level 3) advisory rating from the Centers of Disease Control (CDC). US Department of State/CDC may be a country-wide advisory or a region-specific advisory if the proposed travel falls within that region.

U.S. Department of State advisories are available at

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Centers of Disease Control advisories are available at

<https://wwwnc.cdc.gov/travel/notices>

III. GENERAL POLICY

All **heightened risk** travel sponsored by the University must be preapproved by the ITRAC and are subject to the policy and requirements described herein. This policy applies to all faculty, staff and students (graduate and undergraduate).

IV. REQUEST FOR EXCEPTION TO TRAVEL

In addition to completing the [standard process](#) for all University sponsored travel, faculty, staff, students, and student groups traveling internationally for UW business, research or education, must visit the [Travel.State.Gov website](#) to determine the travel advisories listed for their planned areas of travel. For all locations listed as heightened risk as described above, the traveler must complete the [Request for Exception to Travel form, form instructions](#) are also available. This form should be completed as soon as possible, but **no later than 30 days prior to travel**. Exceptions to the 30-day timeline will only be considered in extraordinary circumstances and will require explanation and support from the relevant dean or department head.

V. COMMITTEE REVIEW PROCESS

Following submission of the Request for Exception to Travel form, the ITRAC will review and determine if a particular travel request has been approved or denied within 5 business days. This may include the determination that a high risk travel destination does not require additional review if that destination has recently been reviewed by ITRAC and there have been no major changes in safety or security since the prior approval.

In making its determination, the ITRAC will consider each of the following factors:

- A. The academic purpose of the opportunity;
- B. Whether the opportunity is for undergraduate, graduate, or professional development;
- C. The educational, research, or professional development importance of the opportunity in relation to the faculty, staff or student's objectives;
- D. Alternative program options and why none were chosen;
- E. The political and physical conditions in the site country;
- F. Geographic location of the activity and its relation to the threat addressed by the travel advisory;
- G. Steps taken to minimize the threat;
- H. The level of risk to the individuals' health and safety;
- I. Traveler experience, both in general and related to the specific country;
- J. Travel conditions and the ability to evacuate, if necessary;
- K. The manageability of legal and other risk to the University; and
- L. Information from governmental sources, the University's insurance carriers, and other expert sources.

Determinations by the ITRAC shall be made by unanimous consent and communicated via email to the requesting individual(s). Where a consensus cannot be reached, the Provost and Vice President for Academic Affairs will make the final decision. Approval shall apply only to the traveler(s) and dates specifically listed in the application. The University will not authorize travel to any location for which the State Department has issued a mandatory evacuation order.

ITRAC approval does not guarantee the safety of the proposed travel, only that the travel has an academic or research related purpose and the known health and safety risks have been evaluated and can be reasonably mitigated.

VI. APPROVED REQUESTS

The ITRAC may approve the requested travel or may issue a conditional approval, which will require the applicant to modify travel parameters (e.g. prohibit certain aspects of the proposed itinerary or require additional safety or security measures). If travel is approved, the staff, faculty, student or student group may continue to receive support from the University, including departmental funding, financial aid, course credit, or other assistance, as applicable. Applicants may be asked to sign an additional waiver acknowledging the risks associated with travel to a country/destination under a travel warning, or other warnings, as applicable.

The ITRAC reserves the right to rescind approval and suspend or cancel travel at any time should the situation in a country/destination deteriorate to a level that is no longer acceptable.

VII. DENIED REQUESTS

If a request for exception is denied by ITRAC, University support for travel incurred following the date of the denial will be withdrawn, including departmental funding, grant funds, course credit, financial aid, international health insurance, and logistical support.

Student organizations may not make use of funding from Student Services Fees, tax-receipted donations, or from fundraising events held or disbursed in their organization's agency fund to support travel that has been denied after a review of a request for exception.

If the applicant moves forward with travel, he or she does so with the understanding that the travel is in no way supported or sponsored by the University of Wyoming. The use of the University logos, websites, or other use of the University of Wyoming name associated with the proposed travel will be prohibited.

VIII. COMMITTEE MEMBERSHIP

Representative from the Dean of Students Office
Representative from the General Counsel's Office
Representative from the Risk Management Office (Co-Chair)
Representative from the Global Engagement Office (Co-Chair)
Representative from the Office of Research and Economic Development
Travel Program Manager (Informational)
Regional experts as deemed necessary by the Committee

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

Approved: 7/7/2021