

## CHARGE TO TRAVEL TASK FORCE

### **Purpose:**

Develop and recommend a comprehensive policy or policies for University students, University employees, and non-University individuals traveling on behalf of the University.

The task force will want to gather pertinent information in order to develop a comprehensive policy. This work may include but is not limited to the following:

- Determining whether the University should have one comprehensive travel policy that incorporates both domestic and international travel or whether there should be separate policies covering domestic and international travel.
- Determining entities affected by categorizing and defining international travel experiences (i.e., education abroad students, faculty & staff travel, non-credit international programming, community member participation, etc.).
- Considering whether there is a need for one or more ongoing travel committees and the structure of the committees.
- Considering what constitutes University travel (as distinguished from personal travel) subject to University policy.
- Categorizing and defining international travel experiences (i.e., education abroad students, faculty & staff travel, non-credit international programming, community member participation, etc.) and the rules required for each.
- Determining insurance and evacuation coverage requirements and related best practices for international travel.
- Reviewing the University's current policy on travel to heightened risk international destinations and recommending necessary revisions.
- Investigating the establishment and enforcement of a university-wide travel registry (including whether there should be one for all travel or separate registries for domestic and international travel).
- Investigating the use of travel management vendors for travel arrangements including travel agent services, tour guides, accommodations, and transportation (flights, rental vehicles, boats, etc.).

### **Tasks to be performed:**

1. Perform an inventory of all UW travel.
2. Draft a robust policy (including regulations and SAPs as necessary) that establishes University protocols for travel that is inclusive of definitions, entities affected, minimum insurance and evacuation coverage requirements, requirements for international travel to heightened risk destinations, and requirements for tracking travelers on university travel.
3. Consider and make recommendations for the establishment and maintenance of a travel registry or registries.

4. Consider and make recommendations for the establishment of emergency and response protocols for travel, particularly international travel.
5. Draft a protocol for review and approval of proposed travel to heightened risk international destinations.
6. Consider and make recommendations regarding travel management.
7. Make recommendations regarding the establishment and reporting structure of any required ongoing committees and/or revision of current committees, for example the Travel Review Committee.

**Timeline:**

The work of the Task Force will begin immediately, with expectation of an initial progress report due by February 1, 2019 to Provost Kate Miller and General Counsel Tara Evans. A final report with recommendations would be due by May 1, 2019.