INTERNATIONAL TRAVEL POLICIES

Overview

Members of the University of Texas System, including the UT Health Science Center at San Antonio (Health Science Center) faculty, staff, and students who travel abroad on University business or University sponsored programs are vulnerable to exposure from weather related catastrophe, political unrest, national disaster, terrorism, criminal activity, or other potential risks. Each of these examples presents unique exposures and requires equally unique responses to help mitigate associated risk. Therefore, international travel by members of the Health Science Center community will be administered and monitored centrally.

Institutional travel by members of the Health Science Center community to countries and localities that have been placed under official “Travel Warning” by the U.S. Department of State is prohibited. Please refer to the Handbook of Operating Procedures (HOP), Section 15.2.2, “International Travel to High Risk Areas”.

The Office of International Services, in association with Environmental Health & Safety, the Travel Services Office, and the Office of the Vice President and Chief Financial Officer, maintains a Restricted Regions List (RRL) of travel locations around the world that may pose risk to travelers or that may be sanctioned by the U.S. Department of State via the placement of an official “Travel Warning”.

The purpose of this policy is to provide coordinated, institutional oversight of and better management of the risks related to international travel by members of the Health Science Center community. Additionally, this policy has been adopted to ensure a consistent set of institutional international travel standards that will be followed by all units of the Health Science Center. The policy is also designed to ensure compliance with the University of Texas System requirements by Health Science Center faculty, staff, and students with regard to 1) traveler-initiated registration with the U.S. Department of State, and 2) traveler-initiated registration with International SOS prior to departure abroad.
All Health Science Center sponsored and associated international travel, including that which may support education abroad activities is governed by this policy.

For the purposes of this policy, “international travel” means any travel by members of the campus community that crosses an international border, frontier, or boundary. This includes the entire U.S. and Mexico international border/boundary, and includes Canada and the contiguous Caribbean Islands, including Cuba.

This policy document represents the specific campus standard for international travel for academic, business, and training related purposes by Health Science Center faculty, staff, and students.

Additional guidelines, processes, and procedures related to Health Science Center sponsored or associated international travel may be found at the Travel Services Office Web site at http://www.uthscsa.edu/business/travel, the Office of Environmental Health & Safety, and the Office of International Services Web site at www.uthscsa.edu/OIS/.

All Health Science Center community members, irrespective of School, department, or divisional affiliation, must adhere to University of Texas System and Health Science Center international travel policies and procedures.

International travel that is partially and/or fully supported by an external third-party, including travel that is sponsored by an endowment gift or governmental grant or contract is not exempt from this policy and must meet the minimum standards as noted herein.

International travel requests are not considered fully approved until reviewed by the Office of the Vice President and Chief Financial Officer; departmental approval is not considered determinative and travelers are cautioned not to rely on departmental level approval when making professional and academic commitments abroad.
University sponsored academic and/or training programs and activities conducted at the U.S. and Mexico border region are not exempt from this policy and must be adapted so as not to engage in cross border movement during the delivery of the program or activities.

The University of Texas System, along with the leadership of the Health Science Center, reserves the right to prohibit institutional travel to certain countries or localities by faculty, staff, and students.

Exceptions

Registered Health Science Center student organizations are independent entities and are, thus, exempt from this policy. Faculty advisors are, however, not exempt from the general provisions of the international travel policies. Student organization leaders and student organization faculty advisers are cautioned to carefully weigh the risks of travel to countries and localities abroad that may present unique challenges or risks to students.

Faculty, staff, or student travel abroad for personal and/or humanitarian purposes, including volunteer work with relief organizations may not be conducted in association with or under the auspices of the Health Science Center and is, therefore, exempt from this policy. Please refer to the HOP, Section 3.2.7, “Outside Consulting and External Activities”, and Section 10.1.9, “Outside Activities for Pay and Relationships Which May Involve Potential Conflict of Interest”.