

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 15	International Policies and Procedures	Effective:	October 2010
Section 15.2	International Travel	Revised:	March 2012
Policy 15.2.2	International Travel to High Risk Areas	Responsibility:	Vice President for Academic, Faculty and Student Affairs/Vice President and Chief Financial Officer

INTERNATIONAL TRAVEL TO HIGH RISK AREAS

Overview

Members of the University of Texas System, including 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. In some instances, members of the Health Science Center community may need to consider travel to countries and localities that could present unique challenges and/or involve risk to the traveler and, by extension, to the University.

Because 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, the purpose of this policy is to provide additional review and consideration by the International Oversight Committee regarding institutional travel abroad that may involve travel to a country or locale that has been placed under official U.S. Department of State "Travel Warning". 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.

In accordance with this policy statement, the International Oversight Committee is charged to conduct a thorough risk assessment of the proposed international travel site and/or location that will carefully review the health and safety situation of the locality and other associated risk concerns before an exception to the general international travel policies are granted or an exemption to automatic suspension due to U.S. Department of State "Travel Warning" will be considered.

The Committee's recommendation regarding an international travel waiver is not determinative and will be evaluated alongside other factors, including University of Texas System policies and guidelines, U.S. Department of State travel alerts and warnings, etc. A final decision regarding an appeal for international travel waiver will be rendered by the President, or his/her designee.

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Scope

All Health Science Center sponsored and associated international travel, including that which may support education abroad activities is governed by this policy.

Policy

This policy 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 for requesting a waiver to the general international travel policies 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.

Specific Provisions

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 Health Science Center community members must meet the minimum standards as noted in this policy.

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 advisors are cautioned to carefully weigh the risks of travel to countries and localities abroad that may present unique challenges or risks to students.

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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 *Handbook of Operating Procedures* (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”.
