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POLICY TITLE: INTERIM Policy Concerning Study, Travel, and Research in Countries Under U.S. State Department Travel Warnings

EFFECTIVE DATE: July 1, 2008

**POLICY SPONSOR: Joel Valdez, Senior Vice President for Business Affairs
Meredith Hay, Executive Vice President and Provost**

SPONSOR'S DESIGNEE: Steve Holland, Director of Risk Management and Safety

INTRODUCTION

The University of Arizona is committed to maintaining a global focus and presence. In pursuit of this goal, students, faculty and staff may participate in organized study-abroad programs, informal educational trips, independent study opportunities, and research and outreach efforts funded in full or in part by the University or its sponsors. The University endeavors to balance the value of participation in international activities against the potential risk to its students and employees. To do this, the University relies on information from the U.S. Department of State, most particularly the Travel Warnings issued periodically by this agency. Consequently the University has developed this policy governing, educational, research and outreach activities in countries for which the U.S. Department of State has issued a travel warning.

U.S. Department of State Travel Warnings fall into two basic categories:

- (1) Warnings of conditions that heighten the ordinary risk of travel to a particular country
- (2) More urgent warnings that forbid, restrict or otherwise urge U.S. citizens to defer travel to a country.

SECTION I. UA STUDENT TRAVEL

A. "HEIGHTENED RISK" TRAVEL WARNINGS

No student shall be required to participate in an educational activity under University auspices in a country for which the U.S. Department of State has issued a "Heightened Risk" Travel Warning. A student who wishes to travel, under University auspices, to a country for which the U.S. State Department has issued a "heightened risk" travel warning may do so, under the following conditions:

1. The student must review the "Heightened Risk" Travel Warning and the U.S. Department of State Consular Information Sheet for the country in question. Both documents may be accessed on the web at <http://www.state.gov> .

2. The student must consider carefully the risks described in the “Heightened Risk” Travel Warning and, weighing those risks against the value of the educational opportunity to the student, make his or her own determination about whether to continue with the planned research or study activity. In balancing these factors, the student should take into consideration the possibility that the existing “Heightened Risk” Travel Warning may be changed to a more urgent type of warning, triggering Section I.B. of this policy and possibly affecting the student’s ability to receive a refund of monies already expended for the research or study activity. The student should also take into consideration the possibility that, if he or she encounters difficulties abroad, the University and even the U.S. Department of State may be unable to assist.

3. The student must sign a release, acknowledging the existence of the “heightened risk” travel warning and his/her decision to continue with the planned activity despite that warning, and releasing the University from liability for injuries suffered by the student while participating in the activity. If a student is under age 18, his/her parent or guardian must also sign this release.

B. TRAVEL WARNINGS FORBIDDING, RESTRICTING OR URGING DEFERRAL OF TRAVEL

When the U.S. Department of State issues a travel warning that forbids, restricts, or otherwise urges U.S. citizens to defer travel to a certain country, the following rules apply to student travel as part of a University program:

1. University study abroad programs in that country shall be suspended.
2. No student shall be allowed to travel to that country under University auspices.
3. No student shall be given University funding for any activity in that country. If the student has already received such funding prior to the imposition of the travel warning forbidding, restricting, or urging deferral of travel, the funding shall be returned to the University. Where a portion of the funds have already been expended in furtherance of the activity before the travel warning forbidding, restricting, or urging deferral of travel was imposed, the Director of the Office of Study Abroad, after consultation with the relevant department, shall decide the amount to be returned to the University.
4. If the student is already in the country for which the travel warning forbidding, restricting, or urging deferral of travel has been issued, the Director of the Office of Study Abroad shall decide, in consultation with others having knowledge of the situation, whether the student shall be required to return to the U.S., or to their home country if other than the U.S. Where the student is required to return to the U.S. or where the student desires to return to the U.S. or their home country under these circumstances, the University will, at the student’s request, endeavor to help the student make arrangements for his/her return.

5. Where the student has pre-paid the costs of a University-sponsored study abroad program the student may be eligible for a refund of all or a portion of the payment, but the availability of a refund is not guaranteed and will depend on the circumstances of each case.

6. If a student elects to travel and participate in the activity despite the Travel Warning forbidding, restricting, or urging deferral of travel and despite the University rules set out above, Section I, B. 3 above, pertaining to use of University funds, applies. In addition, if the student participates in research or other educational activity in a country while that country is under the Travel Warning forbidding, restricting, or urging deferral of travel, the student will not be eligible to receive any academic credit from the University for that research or educational activity.

SECTION II. UA EMPLOYEE TRAVEL

The University recognizes that when conducting teaching, research, and public service on a global level, opportunities will arise for faculty and staff to travel to countries that are under a Travel Warning, or to countries where other hazardous conditions exist such as a disease outbreak. The University does not fully prohibit such travel, but does endeavor to carefully balance the risks of travel against the value and necessity of the travel. To this end, the following rules and conditions apply to such travel:

1. No employee shall be required to travel to a country for which a Travel Warning, of any kind, has been issued by the U.S. Department of State.
2. Employees who wish to travel to such a country are urged to review the Consular Information Sheet and Travel Warning at <http://www.state.gov> and other available material about the conditions in the country in question and to carefully evaluate the value and necessity of the travel against the risks they will face if they choose to travel.
3. The Employee shall take precautions with respect to his or her personal safety. He or she must recognize that the University, and even the U.S. Department of State may be unable to help in the event he or she encounters difficulties abroad.
4. For employee travel to countries under a “Heightened Risk” Travel Warning, employees shall provide advance notice of their travel plans to their Department Head prior to making travel arrangements, and review their assessment of the risks and benefits of the proposed travel. The Department Head may authorize or prohibit such “heightened risk” travel, or require modification of schedule or itinerary as needed to manage risk.
5. Employee travel to countries under a Travel Warning that forbids, restricts, or otherwise urges U.S. citizens to defer travel to a certain country, is generally prohibited unless advance authorization is obtained from the Executive Vice President and Provost. Employees wishing to travel to countries under a Travel Warning status forbidding, restricting, or urging deferral of travel shall prepare a written request that describes the

necessity and value of the proposed travel, and the steps that will be taken to manage risk during the trip.

6. If a request for funding, grant proposal, or university contract contemplates a need to travel to a country under Travel Warning status, of any kind, the planning and/or approval steps described above must be completed prior to submission of the request.

7. If an Employee is already in the country for which a Travel Warning, of any kind, is issued, they must consult with their Department Head regarding whether they will be required to re-locate to a safer area or return to the U.S. If the Employee wishes to remain in a country after a Travel Warning, of any kind, is issued, the review and approval processes described herein become applicable. In the event an Employee is hired specifically to perform a job located in a country for which a Travel Warning, of any kind, is issued, the Department Head, in consultation with their Dean or Vice President must determine whether to continue the program under Travel Warning conditions, suspend, re-locate, or terminate the program.

8. If an employee elects to travel to a country under Travel Warning status, of any kind, against the direction of the University (through Department Head or Provost), then the employee's travel and all associated activity will be deemed to be outside the course and scope of their University employment. In such situations, University funds may not be used for the travel or any associated expenses, and during the trip the employee will not be in an approved travel status and thus will be ineligible for regular pay or university insurance coverage for liability or worker's compensation.

SECTION III. AUTHORITY OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

Where it is not clear from its wording whether a Travel Warning falls into category (1) or (2) as set out above, the Executive Vice President and Provost shall have the discretion to decide the issue, after appropriate consultation.

In any situation involving a Travel Warning, the special conditions that caused the warning to be issued * may warrant additional or different University rules and responses. In such a case, the Executive Vice President and Provost shall have the authority to establish such rules and responses in consultation with such other people as deemed appropriate under the circumstances.

* As an example but not as a limitation, such a situation could include travel to an area that is suffering a disease outbreak where there is a risk that the employee may spread the disease to the University community upon return.