

INTERNATIONAL TRAVEL GUIDELINES

09/2020

Purpose and Scope

The International Travel Guidelines apply to Radford University, including Radford University Carillion, and addresses the process for any member of the university community (student, faculty, or staff) proposing to undertake university-supported or university-related international travel to locations with a travel advisory. In addition, it establishes a requirement for international insurance coverage when traveling abroad as well as a requirement for registration of international travel for students.

Guidelines

The International Travel Guideline comprises the following requirements:

1. Travel Advisories and Other Restrictions

Radford University does not support student participation in university-supported global education activities in locations where an U.S. Department of State Travel Advisory Level 4 (Do not travel) has been issued, or to any region within a country with an elevated, persistent or transient health, safety, or security issue, U.S. Department of State Travel Advisory Level 4 or 3 (Reconsider travel), or other unique safety concerns to Radford University. Travelers will not receive university sponsorship—including credit for academic programs, financial aid and scholarships, funding for research or conferences, endorsement of co-curricular and extracurricular activities, or any other activities—if traveling to these countries without approval. All travel advisories are regularly updated and can be accessed at the U.S. Department of State website (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>).

When travel is proposed to any country with a Travel Advisory Level 4 or any country with an elevated, persistent or transient health, safety, security issue that is present in the region where travel will occur employees and students should contact the McGlothlin Center for Global Education and Engagement for additional information on how to petition for approval to travel. Radford University reserves the right to withdraw its approval at any time, should the conditions presented in a petition to travel change materially. The university may also recommend to suspend an ongoing or previous approved program if significant health, safety, or security concerns are raised at any time.

All travelers interested in pursuing university-supported global education activities in a restricted location as defined above are required to contact a McGlothlin Center for Global Education staff member prior to beginning the petition process.

2. International Insurance

All employees and groups of employees participating in university-supported or university-related global education experiences are required to carry international insurance administered through the McGlothlin Center for Global Education and Engagement. The university's authorized insurance must be obtained for/by individuals traveling internationally regardless of whether the traveler has other related coverage. This allows the university to respond to the needs of an entire group uniformly in the event of an evacuation or other crisis.

Students traveling on any type of university-supported (for credit or not for credit) or non-university supported global education activity are also required to purchase the designated international insurance policy administered through the McGlothlin Center for Global Education and Engagement. Students may petition the McGlothlin Center for Global Education and Engagement for a waiver of the university's required coverage only if their program includes a comparable international insurance policy as part of their participation fees.

3. Student Travel

All individual travelers or group of students traveling abroad on any type of university-supported (for credit or not for credit) or non-university supported global education activity must register their travel with the McGlothlin Center for Global Education and Engagement. Please contact the McGlothlin Center for Global Education and Engagement for registration procedures.

Any violation of the International Travel Guideline may result in appropriate disciplinary proceedings.