

University Policy: International Travel Policy

Policy Category: Operational Policy

Subject: International Travel

Office Responsible for Review of this Policy: Risk Management and Environmental Health and Safety and Office of the Provost

Procedures: [International Travel and Safety Procedures](#); [International Travel and Insurance Approval Procedures](#) (Academic Affairs Units Only); [International Travel and Export Control Compliance](#), [Export Control Regulations – Procedures and Questionnaires](#)

Related University Policies: Travel Policy, Policy on Export Controls

I. SCOPE

American University has long encouraged and supported international travel by its faculty, students, and staff and is keenly aware that such travel may pose significant safety risks. The International Travel Policy is applicable to all faculty, staff, and students of American University engaged in university supported or sponsored program and activities.

II. POLICY STATEMENT

While the University supports international travel by faculty, students, and staff, it also recognizes the risks associated with international travel. Therefore, travel must be authorized and have adequate insurance coverage. The University also has the right to deny university sponsored travel due to substantial travel risk.

III. POLICY

To assist university travelers, the university has developed this International Travel Policy.

- A. All international travel sponsored or supported by the university must be authorized in advance of travel. The president, provost, or vice president grant travel authorization for university programs and activities within their respective divisions.

- C. The university reserves the right to restrict, deny, or postpone any university sponsored or supported international travel program or activity, if in the determination of the president, provost, or vice president, the risk of travel is substantial.
- D. To ensure that international travel is properly authorized, all units should follow the procedures contained in the [International Travel and Safety Procedures](#). Units within the Academic Affairs Division need to also follow the procedures outlined in the [International Travel and Insurance Approval Procedures](#).
- E. University faculty, staff, and students who do not follow this policy will bear full responsibility for any liability resulting from their travel.

V. EFFECTIVE DATE

This policy was effective September 1, 2006; The policy was last revised in October, 2010.