

INTERNATIONAL TRAVEL SAFETY POLICY

Policy and Purpose

The purpose of the University's International Travel Safety Policy is to provide essential information pertaining to University guidelines and best practices for safe and compliant international travel in support of University-related activities abroad. University-Affiliated International Activities include all academic programs and travel affiliated with and/or sponsored by the University. University-Affiliated International Activities include (but are not limited to) study abroad programs, research and fieldwork, business-related travel, professional membership meeting and conference attendance, and Loyola-affiliated travel for non-credit activities such as those related to student organizations or international travel for University athletics.

Travel for certain types of University-Affiliated International Activities (e.g., Athletics, grant-funded travel) might be subject to additional policy considerations outside of the International Travel Safety Policy. It is the responsibility of program organizers and participants on University-Affiliated International Activities to ensure adherence to all other relevant University policies. Program organizers and participants must consult those administrative units to ensure compliance with the additional restrictions or considerations.

Applicability

This policy applies to all University students and employees traveling internationally as part of a University-Affiliated International Activity. For this policy, the term "employees" includes all staff, faculty, and research positions employed by Loyola University Chicago, regardless of whether the position is full-time or part-time, tenured or non-tenured. International travel means any travel outside the fifty states of the United States of America, Washington D.C., and Puerto Rico.

Travel not Subject to this Policy

The following types of travel are not subject to the guidelines of the International Travel Safety Policy:

- International travel for personal purposes (e.g., vacation, or visiting friends and/or family members abroad)
- Loyola students who travel abroad during a leave of absence from Loyola or who are not enrolled as Loyola students during the term they are traveling abroad.
- Loyola faculty/staff travel for work outside of the scope of their employment with the University.

Definitions

Participant or Traveler - A participant or traveler is an active member of the University community, which includes students, faculty, and staff traveling abroad as part of a University-Affiliated International Activity.

Program Organizer - A program organizer is the individual at the University primarily responsible for the planning, delivery, and/or supervision of a University-Affiliated International Activity.

Local - Local refers to the present conditions of the physical locations, governments, authorities, customs, and legal jurisdictions where participants on a University-Affiliated International Activity are traveling to while abroad.

Emergency Action Plan - Emergency action plans are condition-specific preventative measures, planned contingencies, and established responses to occur in the event of an emergency while abroad.

Other Related Policies

- [Undergraduate Study Abroad Policies](#) – For information on policies directly related to study abroad programs; defined as for-credit undergraduate programming or coursework taught abroad. Study Abroad is overseen by the Study Abroad Office within the Office of Global and Community Engagement.
- [Graduate Level Study Abroad and Independent Travel Policies](#) – For information related to program management and required registrations and insurance enrollments for non-credit bearing programs and for-credit graduate-level study abroad programs. These programs are managed and overseen by the program organizer and are subject to the International Travel Safety Policy.
- [University Travel and Business Expense Policy](#) – For information on policies regarding travel purchases, class of service restrictions, and other travel expense-related policies.
- [University Contract Policy](#) – For information on all applicable policies related to the contracts for University campuses and their operations.

Travel Advisories and Related University Limitations to Travel

University restrictions or limitations on international travel are informed by advisory guidance from the U.S. Department of State (DOS) Travel Advisory System. The DOS Travel Advisory System applies a risk rating from one to four for every country¹, with one being the lowest risk and four the highest. The University's International Travel Safety Policy includes limitations and/or additional approvals for travel to countries with an elevated level travel advisory as determined by the DOS Travel Advisory System. Elevated travel warnings include Level 3 (Reconsider Travel) or Level 4 (Do Not Travel). Travel limitations and the need for additional approvals to travel depend on the type of traveler (e.g., student, employee) participating in a University-Affiliated International Activity. These limitations are listed below:

Student Travel

Student travel to countries with **Level 3 Travel Advisories** requires additional oversight and approval to ensure traveler safety standards before travel can be authorized.

¹ In select examples, risk level ratings are further assigned by regions and/or states, as is the case with China, Israel, and Mexico.

- All undergraduate, for-credit study abroad programs are managed by the Study Abroad Office within the Office of Global and Community Engagement. The Study Abroad Office pre-approves undergraduate study abroad programs. This preapproval process involves the regular assessment of safety standards related to the programs and countries in which the programs are based. As a result, students can freely participate in approved programs offered through the Study Abroad Office that involve travel to a country with a present Level 3 Advisory. Information on pre-approved undergraduate study abroad programs can be found [here](#).
- Undergraduate students are limited in their ability to participate in for-credit study abroad programs that have not been pre-approved by the Study Abroad Office. Actively enrolled undergraduate students are prohibited from participating in study abroad programs that have not been pre-approved by the Study Abroad Office. Students opting to participate on for-credit non-approved programs, which include (but are not limited to), study abroad programs offered by other institutions/providers, for-credit independent study/research, internships, and other credit-bearing experiential learning opportunities, will require additional approval by the Dean or major administrator over the area sponsoring the University-Affiliated International Activity and the Study Abroad Office.
- Graduate-level study abroad programming is managed by the academic unit administering the program. As with pre-approved undergraduate study abroad programs, any program offered by academic units to graduate students traveling to Level 3 Travel Advisory locations must have satisfied all safety concerns before permitting students to apply and participate in the University-Affiliated International Activity.
- Graduate students planning to participate in other for-credit University-Affiliated International Activities that have not been pre-approved by the academic unit must receive written approval from the Dean of the academic unit sponsoring the University-Affiliated International Activity prior to travel.
- All students participating in non-credit bearing University-Affiliated International Activities to locations with a Level 3 Travel Advisory, including student organizations and Athletics, require additional authorizations to travel, including advanced approval from the Dean or major administrator over the area sponsoring the University-Affiliated International Activity. Examples of non-credit-bearing University-Affiliated International Activities include (but are not limited to) volunteer work, internships, conferences, or workshops.

Student travel, both undergraduate and graduate, to countries with **Level 4 Travel Advisories** is prohibited under the International Travel Safety Policy. Any exceptions to this restriction require advanced authorization by the President or Provost.

Faculty & Staff Travel

Faculty and staff are permitted to travel to countries with **Level 3 Travel Advisories**. As with all University-Affiliated International Activity, regardless of the travel advisory level, necessary approval for travel from the participant's supervisor should be obtained.

Faculty and staff are prohibited from traveling to countries with **Level 4 Travel Advisories** without advanced authorization from the President or Provost.

Related Limitations and Travel Considerations

Travel advisories issued as part of the DOS Travel Advisory System change regularly as dictated by the current safety conditions of the country. If a travel advisory changes while a traveler is abroad, the University reserves the right to impose limitations on travel, including mandatory shelter-in-place or evacuation orders, should the conditions warrant additional action.

Additionally, the Centers for Disease Control and Prevention (CDC) issue Travel Health Notices to inform travelers about global health risks during outbreaks, special events or gatherings, and natural disasters, providing advice about protective actions travelers can take to prevent infection or adverse health effects. The University actively monitors health notices issued by the CDC and the University can impose additional restrictions on international travel under the International Travel Safety Policy based on this guidance. Further, in conjunction with health notices issued by the CDC, the University assesses health risks also provided by the World Health Organization (WHO). It is advisable that all program organizers and participants review any relevant health notices (CDC & WHO) in advance of planned University-Affiliated International Activity.

In consultation with health warnings and guidance issued by the CDC and WHO, individual participants on University-Affiliated International Activities should determine if their own health and wellness is compatible with their international travel. Local conditions and access to immediate or quality healthcare can vary greatly depending on the location abroad. Full consideration of the participant's health and wellness must be made by the individual participant, in consultation with their healthcare providers, to determine if their participation on a University-Affiliated International Activity is advisable. Depending on the type of University-Affiliated International Activity, participants might be required by the University or its approved affiliates to disclose relevant health and safety information in advance of their participation. The DOS Travel Advisory System, the CDC Travel Health Notices Program, and the WHO offer general warnings regarding local health, safety, and security conditions abroad. Additional risks are present when traveling regardless of the travel advisory level or health notice and travelers should take precautionary steps to avoid situations that might pose elevated health, safety, and security risks.

The University cannot guarantee the health and safety of participants of University-Affiliated International Activities and any associated risks are understood as those of the individual participant. University-Affiliated International Activities may require additional assumptions of risk and release from the University by participants. Participants must agree to the additional assumptions of risk and release when required by the University or its approved affiliates. For further guidance on how to stay safe while traveling internationally, including how to enroll in the Smart Traveler Enrollment Program (STEP), please find supplemental resources under the section, *Additional Travel Resources*.

All travel associated with University-Affiliated International Activity must comply with any current sanctions administered by the United States Department of the Treasury, Office of Foreign Assets Control (OFAC). Specific information related to current OFAC-administered sanctions can be found using the [Sanctions List Search](#).

Egencia for Faculty & Staff Travel

All faculty and staff at Loyola University Chicago are highly encouraged to use [Egencia](#) to book University-Affiliated travel due to the enhanced benefits, customer support, and overall travel assistance provided for individual travelers.

Required Registration of Travel

All participants in a University-Affiliated International Activity must register their related travel details in advance with the University. The method by which travel is registered with the University varies by the type of traveler and the type of activity. The Office of Global and Community Engagement helps facilitate travel registration on behalf of the University.

The following section details how different types of travel are registered:

- All undergraduate for-credit study abroad-affiliated travel is automatically registered with the completion of a study abroad program application with the Study Abroad Office and by completing all pre-departure program requirements prior to the start of the program.
- For-credit graduate study abroad participants will have their travel registered as part of their program participation. The program organizer will work with the Office of Global and Community Engagement to ensure participant registration has been satisfied.
- Participants on independent study or other University-Affiliated International Activities, such as business, research, or conference-related travel must register their itineraries and travel details with the Office of Global and Community Engagement.

As determined by the administering institution, provider, or entity, University-Affiliated International Activities may require that additional information be collected in support of the administration of the activity.

Insurance Enrollment

The University requires all travelers engaged in University-Affiliated International Activities to enroll in compulsory health, safety, and travel insurance in advance of their planned travel. The University exclusively contracts with Cultural Insurance Services International (CISI) in the provision of this insurance coverage. External programs or providers might offer supplemental insurance coverages per their requirements. Other supplemental insurance cannot be used in lieu of Loyola's mandatory coverages provided by CISI under the International Travel and Safety Policy. In the event of the need for mass evacuation and/or repatriation to the United States, it is critical that all travelers on University-Affiliated International Activities hold identical policy coverages. Enrollment in CISI insurance varies depending on the type of University-Affiliated International Activity. It is the responsibility of the participant of the University-Affiliated International Activity to understand the coverages and limitations provided by CISI. The University is not responsible for any additional expenses incurred by a participant on a University-Affiliated International Activity resulting from limitations of coverage provided by CISI. More information on CISI enrollment, required enrollment procedures, and coverage details can be found [here](#).

Limitations to In-Country Support, Advanced Disclosure, and Conduct While Abroad

The United States government and the University are limited in the support that can be provided to participants on University-Affiliated International Activities while abroad. Typically, the rights and liberties afforded to individuals while in the United States do not apply while they are abroad. All participants on University-Affiliated International Activities are expected to understand and abide by the local laws of the countries they are traveling in. Should participants violate the local laws and customs of the country they are traveling in, the University might be unable to assist in the event of participants being detained, imprisoned, barred entry, denied departure, or subjected to mandatory deportation. Further, any additional expenses associated with (but not limited to) legal fees, penalties, fines, or rebooked travel for (but not limited to) the reasons listed above, will be incurred by the individual traveler, not the University. In the event travelers have been detained and/or face legal challenges while abroad, they are advised to contact the closest United States Embassy or Consulate as well as the University. If program organizers or supervisors of faculty/staff are informed of such an occurrence, they are expected to forward this information promptly to the major administrator in the Office of Global and Community Engagement.

For the safety and well-being of the University community, it is critical that any participants on University-Affiliated International Activities disclose in advance to the University any reasons why their planned travel might present complications upon entry, during in-country travel, or upon departure to any given country. Examples of required disclosures include (but are not limited to) any prior arrest, detention, incarceration, or legal challenges faced by the traveler in the country and any relevant government they plan to travel to as a participant in a University-Affiliated International Activity. Legal challenges can include (but not limited to) any civil or criminal cases that are either resolved or pending. Further, should the nationality, immigration status, or prior travel history of the participant present complications in their ability to complete travel associated with University-Affiliated International Activities safely, such concerns must be disclosed to the University. This disclosure is part of the travel registration process. Any disclosed concerns by the participant through the travel registration process will be evaluated by the University with confidentiality. Eligibility to travel under these additional circumstances will be determined by the President or Provost.

While abroad, participants of University-Affiliated International Activities must abide by University standards. Students are expected to adhere to [Community Standards](#), with faculty and staff expected to adhere to the University's [Code of Conduct](#). Failure to abide by these stated University standards, the local laws and customs of the countries, and relevant governments while traveling abroad, neglecting to disclose potential complications for travel, or ignoring University-imposed restrictions of travel, could constitute a violation of these standards and the International Travel Safety Policy.

Emergencies and Evacuations

In the unfortunate event of an emergency, it is important that travelers adhere to all local guidance and restrictions communicated to them by local officials. Participants impacted by an emergency should first utilize local emergency response resources, including local emergency hotlines, in order to receive emergency response and/or treatment. Participants should also follow any previously established emergency action plan and response procedures developed as part of their University-Affiliated International Activity.

The University monitors active emergency situations as they develop through a collection of emergency response tools. Participants are instructed to follow official guidance communicated to them via these channels during an emergency. The University will actively reach out to participants impacted by an emergency situation as soon as possible to provide additional guidance and resources.

Evacuations are ordered by the U.S. Department of State when local conditions in a country are considered serious enough to warrant the immediate departure of U.S. government employees or citizens. In the event of a mandatory evacuation, the University will work with its insurance providers to coordinate the logistics of an evacuation.

Responsibilities of Program Organizers and Approvers

Program organizers for all University-Affiliated International Activities must ensure all University policies and procedures are adhered to in the planning and delivery of such activities by ensuring that all concerns related to liability and associated exposure to the University and program participants have been satisfied prior to travel. This includes establishing emergency action plans for the related travel. Further, program organizers must ensure that the University-Affiliated International Activity abides by the University Contract Policy and University Business Travel Policy where applicable.

Additional Travel Resources

- [U.S. DOS Travel Advisory Guide](#)
- [U.S. DOS International Travel Section](#)
- [STEP](#)
- [Centers for Disease Control and Prevention \(CDC\) Travel Health Notices](#)
- [World Health Organization – Travel Advice](#)
- [Egencia Travel Resources](#)

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