



## **BALL STATE UNIVERSITY INTERNATIONAL TRAVEL POLICY**

Any University student or employee proposing to undertake University authorized and/or facilitated international travel must follow the appropriate approval, insurance, and travel security requirements set forth in this policy. This policy applies to all Ball State University undergraduate and graduate students, employees, and others traveling internationally including but not limited to the purposes of: attending or participating at international conferences; international research, teaching, and administrative travel, with or without students; study abroad; internships; exchange programs; student group travel (of any duration and whether offered for credit or not); technical or educational assistance programs; faculty led programs and any other international travel organized under University auspices by academic departments or administrative units. This policy does not apply to travel outside of the United States for purposes of vacation, pleasure, study, or work outside the scope of University employment or programs.

### **I. Approval Requirements**

- A. All international travel proposals must first be approved in writing by the appropriate University authority which may be the President, Vice President, Dean, Department Chair, or Program Director.
- B. All University employees traveling internationally must register their travel plans in Terra Dotta (<https://bsu-travel.terradotta.com/>) and submit the documentation requested. Student travel and study abroad programs are reviewed and approved by the Rinker Center for International Programs and shall comply fully with Rinker Center established policies and procedures pertaining to international travel.

### **II. Pre-Travel Process**

- A. All travelers that are U.S. citizens must register their travel with the U.S. Department of State Smart Traveler Enrollment Program (STEP), a free service that makes it easier for consular officers in U.S. embassies and consulates around the world to contact travelers during an emergency including situations where family or friends in the U.S. are having problems trying to contact travelers with important news.
- B. All student travelers must participate in the Rinker Center for International Programs orientation program for international study and travel abroad. Contact with the Rinker Center should take place on or before October 1<sup>st</sup> for spring departures, and on or before March 1<sup>st</sup> for summer or fall departures. Faculty leading study abroad

programs must arrange for a program-specific pre-departure orientation program for all program participants.

- C. The Faculty Leader will schedule a pre-departure meeting for all student travelers noting the appropriate documents needed for that meeting.
- D. For sponsored projects, approval by the International Grant Steering Committee is required prior to proposal submission.

### **III. Insurance Requirements**

- A. All travelers in programs directly controlled, administered or funded to any degree by the University must carry the University's designated medical, emergency evacuation, and repatriation insurance. The policy covers medical expenses and evacuation due to security/political unrest, natural disaster, and emergency medical situations. Note that this is supplemental coverage for the dates of travel only, and is not intended as primary health insurance. Students and faculty participating in BSU faculty-lead programs outside the U.S. and University employees completing the Approval Process in I.B above are automatically enrolled for this coverage.
- B. Students traveling in programs not directly controlled and administered by the University must meet all the administrative and insurance requirements of those programs. If such a program does not provide comparable insurance as required by this policy then the student must self-enroll in the University's designated medical, emergency evacuation, and repatriation insurance. The policy brochure is available online or by contacting the Rinker Center for International Programs.

### **IV. Countries on U.S. Travel Advisory and Sanctions Lists**

- A. Ball State does not allow or otherwise sponsor, organize, facilitate, or encourage travel by undergraduate or graduate students to countries for which the U.S. Department of State has issued a Level 3 or Level 4 Travel Advisory. For Level 3 travel, a one-time exception appeal mechanism is in place if the faculty leader can demonstrate convincing evidence of student/employee safety. Level 2 travel may require additional review if travel takes place within or through subareas under a heightened advisory level. Travel Advisories are issued when long-term, protracted conditions that make a country dangerous or unstable lead the U.S. Department of State to recommend that Americans avoid or consider the risk of travel to that country. To learn about your destination and any Travel Advisories that may be in effect, please consult the U.S. Department of State website at:  
<http://travel.state.gov/content/passports/english/alertswarnings.html> .
- B. Ball State does not allow or otherwise sponsor, organize, facilitate, or encourage travel for employees which the U.S. Department of State has issued a Level 4 Travel Advisory. Any University employee seeking authority to travel to a region for which the U.S. Department of State has issued a Level 3 Travel Advisory or for which The

Office of Foreign Assets and Control (OFAC) has imposed economic or trade sanctions must file a petition to travel by completing the necessary forms in Terra Dotta. Approval to travel to destinations for which a Level 3 Travel Advisory is issued or for which OFAC has imposed economic or trade sanctions must be requested at least 45 days in advance of the planned departure date. All such requests shall be presented to the University's International Travel Oversight Committee (ITOC) for review. The chairperson of the committee shall forward the written recommendation of the committee to the Provost and Vice President for Academic Affairs or appropriate vice president. Final disposition of the request will be made by the Provost and Vice President for Academic Affairs or appropriate vice president who will inform the employee of his or her decision in writing within 10 working days after receipt of the committee's written recommendation.

- C. Factors considered in the review process include the necessity of travel; whether travel can be delayed or postponed; the nature of the activity; specific country risks; specific city/locality of travel including whether travel includes Level 4 regions within a Level 2 or Level 3 designated country (in such instances, travel into the Level 4 region shall not be permitted); whether students are involved; sanctions and export control concerns; media reports; experience of person traveling; availability of local support and evacuation options; ability to communicate with traveler and travelers ability to communicate locally; and other information as may be deemed relevant. An independent security assessment may be required and expense will not be covered by the University. Travel Advisory Level will be verified by the traveler 24 hours prior to departure.
- D. Authorization by the Provost and Vice President for Academic Affairs or appropriate vice president may be granted depending upon an analysis of current conditions in the country and may carry specific restrictions, including a signed release in which the traveler acknowledges the heightened risk, assumes all risk, and releases the University from all liability. After authorization is granted and at any time before or during the actual travel, the University reserves the right to seek additional information from the traveler regarding the trip or conditions, impose additional restrictions on the travel, or rescind the authorization and cancel the travel should conditions in the country deteriorate.
- E. Persons traveling to destinations with a Travel Advisory of 3 or above without permission or who choose to remain in those destinations after being advised by the University to evacuate are not eligible for University funding or academic credit and may be subject to restrictions in other benefits or services and discipline.

**V. Right to Amend, Suspend or Cancel Travel**

The University reserves the right to amend, suspend or cancel a program or other travel (prior to departure or in progress) if facts and circumstances are such that the University concludes that the traveler's health, safety and well-being may be jeopardized or would be inconsistent with applicable U.S. government sanctions or export control laws.

Financial loss resulting from such cancellation is primarily the responsibility of the program participants.

**VI. Contractual Authority**

Faculty, staff, students, student groups, departments, and other units at Ball State cannot organize travel as a Ball State unit with a third-party provider (i.e. not the University) or enter into a contractual agreement with an outside vendor (travel agencies, tour operators, other universities, charitable or humanitarian organizations, etc.) without the consultation, review, and approval of the Office of Business Affairs.

**VII. Traveling with Laptop Computers and Mobile Electronic Devices**

- A. U.S. export control laws may prohibit or restrict taking laptop computers, communications equipment, mobile devices (such as smartphones, GPS equipment, PDAs, etc.) information storage devices and/or many other forms of technologies (ex. Google Glass, biological agents, etc.) to foreign countries. These laws govern any technologies that may contain encryption software, source codes, restricted technologies (ex. infrared sensors, surveillance equipment) or any information that is considered classified and/or under control by the U.S. Government. Travelers considering taking such devices and/or information abroad must comply with U.S. laws and the laws of the country to which they are traveling.
- B. Travel to countries for which OFAC has imposed economic and trade sanctions involve a greater risk of export compliance violations due to more restrictive U.S. export control regulations. Custom officials in these countries have the right to examine any devices any information contained therein and have the right to hold/confiscate such if found to be in violation of U.S. law, international law, or the laws of your host country (which may be significantly different than U.S. law).
- C. Export compliance is managed by the Office of Research Integrity (ORI). All travelers must work with ORI as their international travel plans are being developed in order to quickly identify any issues that may arise.

Approved by the International Travel Oversight Committee on May 26, 2011

Approved by the President's Cabinet on September 7, 2011

Approved by the President's Cabinet on February 9, 2016

Approved by the President's Cabinet on March 19, 2018