



## Policy Name: International Travel Policy

### I. Purpose and Summary

The University supports and encourages international travel of students, faculty, and staff. However, the University is also aware that the potential risks related to international travel are varied, and at times could be life-threatening. Airline and road safety, crime, illness, injury, acts of terrorism, and natural disasters are but a few of the dangers that can, and unfortunately do, occur while UMass Boston students and personnel are traveling and/or studying, working, and operating overseas.

The International Emergency Response Team (IERT), High Risk Travel Review Committee, and the UMass Boston Travel Registry will serve as the foundation of a university-wide framework for effective and efficient communication and support to manage any potential emergency or crisis abroad. The support system will be comprehensive, beginning with the onset of program development and all the way through completion of the program and re-entry of personnel back to the United States. The UMass Boston Travel Registry is overseen by the Office of Emergency Management.

### II. Scope of Policy

This policy applies to all UMass Boston faculty, staff, students, and volunteers who travel internationally, outside of the United States for university related purposes which may include, but are not limited to: study, research, internships, service, conferences, presentations, teaching, performances, and athletic competitions. Schools or colleges may have additional policies and procedures that support this policy. This policy supersedes any college or department policy. This policy does not pertain to personal travel of UMass Boston faculty, staff or students.

Students who take a leave of absence from UMass Boston enrollment to travel either on their own or through non-UMass Boston study abroad programs are not subject to this policy.

Any travel by UMass Boston community members is considered UMass Boston International Travel if the travel is outside of the 50 U.S. States – including travel to U.S. protectorates and territories – and one of the following applies:

- is in the course and scope of employment at UMass Boston;
- is directly related to a UMass Boston sponsored grant or contract;
- is financed, in full or part, through UMass Boston funding, including departmental or unrestricted funds;

- is credit-bearing, or the travel is necessary for meeting a training or degree requirement;
- is sponsored, arranged, or administered by UMass Boston.

International Travel applicable to this policy may include, but is not limited to, travel in the course and scope of UMass Boston employment; travel within the scope of a UMass Boston-sponsored research grant or contract; travel that is eligible for UMass Boston-approved course credit as well as travel under UMass Boston auspices for non-credit experiences; and student or volunteer travel under the direction or supervision of UMass Boston faculty or staff.

UMass Boston International Travel does not include purely voluntary experiences undertaken on one's personal vacation, without any UMass Boston funding or administrative support and without student or trainee supervision. However, the following examples do qualify as UMass Boston International Travel:

- Travel that involves UMass Boston faculty and staff supervision or training of students, regardless of funding source;
- UMass Boston faculty, staff, or student travel to international conferences (regardless of funding source);
- Teaching or training at a foreign location where travel expenses and/or faculty time is paid for (at least in part) by UMass Boston; or
- International volunteer humanitarian or service trips led by UMass Boston faculty/staff, or is student sponsored AND supported as part of a pathway, training program, or otherwise supported or approved by UMass Boston.

Compliance with this policy is necessary to:

- Receive reimbursement for travel expenses, if eligible
- Be covered by applicable insurance programs during international travel
- Receive UMass Boston academic credit for international coursework, if eligible
- Receive available University assistance in the event of an emergency during your international travel
- Avoid significant personal fines and potential prison sentences, internationally
- Avoid disciplinary action and/or limitations on future UMass Boston travel
- Adhere to related applicable UMass Boston, state, and federal policies

If there are any questions related to compliance or applicability of this policy, reach out to the Travel Risk Management Team at [TravelRegistry@umb.edu](mailto:TravelRegistry@umb.edu).

### III. Policy Statement

This policy provides guidelines and information for planning international travel, and is intended to assist UMass Boston travelers. It seeks to enable consistent planning, operation, and response among widely varied academic units and activities; provide for quick and consistent institutional support for UMass Boston global activities in the event of crisis; reduce institutional risk; and thereby enhance the global mission of UMass Boston.

## IV. Policy

### A. Pre-Departure Travel Requirements

- 1. Pre-Travel Authorization:** UMass Boston travel and funding must be authorized in advance by the traveler's supervisor and/or department in accordance with established UMass Boston travel policies and procedures, outlined in the [Controller's Policies and Procedures](#). The first step is completion of a Travel Request by the traveler and approval of the request by the traveler's supervisor and/or department.

As part of the pre-travel authorization process, all international travelers are required to complete the UMass Boston International Pre-Travel Export Control and Risk Form and/or the Conditions of Agreement: International Travel Liability Release Form. Additionally, those who travel to a High-Risk Destination must complete either the Assumption of Risk for High-Risk Destinations for Faculty or Staff form or the Release of Liability for High-Risk Travel for Students form. All applicable forms must be submitted with the Travel Request.

Travel Requests must be submitted **at least 21 days before departure, or as soon as travel is known**, to ensure sufficient time for review and processing. For travel to a High-Risk Destination, requests must be submitted **at least 30 days before departure**. Failure to complete the request prior to departure may result in delayed or denied travel reimbursements. Untimely and/or inaccurate requests will not be processed.

- i. UMass Boston International Pre-Travel Export Control and Risk Form:** All UMass Boston faculty, staff, and students are required to submit a completed Pre-Travel Form with their international Travel Request in Concur. The supervising faculty or staff person leading a group is required to submit a Pre-Travel Form for the international group Travel Request. Incomplete documents will not be processed.
- ii. Conditions of Agreement - International Travel Liability Release Form:** All UMass Boston students and volunteers traveling internationally as part of a group are required to complete the UMass Boston Conditions of Agreement Form. This form must be submitted with the international group Travel Request. **Students who have not completed and signed the Conditions of Agreement Form will not be permitted to travel.**
- iii. Assumption of Risk for High-Risk Destinations for Faculty or Staff:** All UMass Boston faculty and staff traveling internationally to a High-Risk Destination are required to complete this form and submit it with their Travel Request in Concur.
- iv. Release of Liability for High-Risk Travel for Students:** All UMass Boston students traveling internationally to a High-Risk Destination are required to complete this form and submit it with their Travel Request in Concur.

- v. **Standard Review:** All international travel is reviewed by Export Control.
  - vi. **High Risk Travel Review:** Travel to any High-Risk Destination requires High Risk Review by the High Risk Travel Review Committee, and/or other relevant parties as needed.
2. **Travel Registry:** UMass Boston, in line with the University of Massachusetts system, has implemented systems and procedures for registration of domestic and international travel information using the Healix Sentinel platform. Information collected from travel requests and registrations may be used in the event of an emergency to locate travelers and communicate emergency information. All UMass Boston travelers are required to follow UMass Boston procedures for travel registration in advance of their travel date and are responsible for updating their registrations as additional information becomes available or as changes occur throughout the duration of the trip, including additional countries added during travel. Certain changes to travel registrations may require contacting a travel administrator.
  3. **Pre-Departure Orientation/Consultation.** All UMass Boston students who plan to travel through university-sponsored travel are encouraged to attend a UMass Boston pre-departure orientation or schedule a pre-departure consultation through the Office of Global Programs. Faculty and staff members are encouraged to schedule a pre-departure consultation at least 30 days prior to program departure. The orientation staff, in collaboration with other offices on campus, will cover important aspects of international travel, including remaining healthy and safe while away, obtaining academic credit, obtaining financial aid, and international travel insurance.
  4. **Health Insurance:** The University requires that all students, faculty and staff maintain some form of primary medical insurance coverage that is valid in both the U.S. and host country before, during, and after the time abroad. In addition, the University provides international emergency travel and medical insurance for approved programs and university related travel abroad.

## B. Travel Approval: High-Risk Destinations

### 1. *High-Risk Destinations*

A High-Risk Destination is any domestic or international country, region, province or city designated by the Systemwide Travel Risk Management Advisory Committee (TARMAC) or a campus as posing substantive health, safety, security risk to a university traveler and/or the university. High-Risk Destinations are inclusive of comprehensively sanctioned countries. For the most up-to-date list of High-Risk Destinations, visit the [Before Booking Travel](#) page under the "Travel to High-Risk or Elevated Cybersecurity Risk Destinations" section on the [Travel & Expense](#) webpage. Figure 1 lists the criteria set by TARMAC to determine what locations are designated a High-Risk Destination.

High-risk travel requires submission of a Travel Request at least **30 days before departure or upon notice of change** in High-Risk Destinations List status. Travelers should update their registration if any changes occur between the time they register and the time they depart.

Areas that are considered a High-Risk Destination are subject to review by the High Risk Travel Review Committee. Travelers going to high-risk areas may be required to consult with a member of the Office of Emergency Management, an advisor from the U.S. State Department Overseas Security Advisory Council (OSAC), and/or the campus insurance advisor. Travel to a High-Risk Destination may also require approval from the traveler’s respective Dean or Vice Chancellor.

UMass Boston policy prohibits undergraduate student activities in High-Risk Destinations. There may be rare instances when a UMass Boston graduate student, full-time staff, or faculty member demonstrates that there is a compelling academic or professional rationale to conduct an activity in a High-Risk Destination, and that it is possible to mitigate the risk. Through thorough review by the High Risk Travel Review Committee, rare exceptions to allow travel to high-risk destinations may be made.

**Table 1**  
**University of Massachusetts**  
**Systemwide High-Risk Destinations**

| Source   | Level | Rating Applicability    |
|--|-------|-------------------------|
| <a href="#">US Department of State</a>                     | 4     | Countrywide or regional |
|  | 3     | Countrywide or regional |
| <a href="#">Riskline (through Concur)</a>                  | 5     | Countrywide or regional |
|  | 4     | Countrywide or regional |
| <a href="#">Centers for Disease Control and Prevention</a> | 4     | N/A                     |
|  | 3     | N/A                     |

*Figure 1*

## 2. High Risk Review

Those looking to travel to a high-risk area must submit their completed Travel Request with all required documentation at least 30 days in advance of travel or upon change to the TARMAC list of High-Risk Destinations. In addition to Export Control review, travel to high-risk locations is subject to High Risk Review by the High Risk Travel Review Committee.

UMass Boston individuals whose high-risk travel has been denied:

- Providing that the individual has registered their travel and submitted a travel request in a timely manner, they will be notified of their denial before departure.

- In accordance with the systemwide University Travel Policy, if the travel request has been denied, the travel shall not be considered university travel and shall not be supported with university funds.
- If the individual decides to continue with their travel to the high-risk destination despite the denial, reimbursement may be withheld by the university for expenses associated with that travel.
- Any petitioner participating in denied travel may also be required to sign a waiver form releasing the university from any and all liability arising from or relating to this travel.
- Depending on the specific circumstance of travel, UMass Boston reserves the right to take additional actions not specifically noted above.

### *3. Travel Approval Guidelines*

Travel Approval Guidelines are general in nature and may be altered or amended depending upon country specific activities. In deciding to approve travel to a High-Risk Destination as described above, the High Risk Travel Review Committee, Provost, and other stakeholders will consider the following factors:

- The academic or professional rationale of the activity
- Whether the activity is for graduate or professional purposes
- The political and physical conditions in the destination country(ies)
- The level of risk to the traveler(s)'s health and safety
- Travel conditions and the ability to evacuate the traveler(s) if necessary
- Ability to self-evacuate without assistance from the travel insurance or university
- Ability to mitigate health and safety risks associated with the travel
- The educational, research, service, outreach, or professional development importance of the activity as it relates to the traveler and their purpose for travel (e.g. importance related to a student's UMass Boston program, a faculty member's research, etc.)

Upon review, the High Risk Travel Review Committee and the Provost will collaborate on a decision to suspend and/or alter an international program prior to departure. Similarly, the High Risk Travel Review Committee and the Provost may decide to suspend a program already in progress, in the event concerns are raised.

In the event of unavailability of the Provost and/or Vice Chancellor for Administration and Finance, and given the time sensitive nature for some of these international travel decisions, either may delegate authority to a member of their office staff to adjudicate an appeal.

- i. The Provost and/or Vice Chancellor for Administration and Finance may authorize or restrict UMass Boston travel to specific regions.
- ii. Decisions made by the Provost and/or Vice Chancellor for Administration and Finance on the authorization or restriction of UMass Boston travel are final.
- iii. No UMass Boston student or employee shall be required to travel to specific regions within a High-Risk Destination as defined above.

### C. Emergency Assistance

If you become ill or are injured while engaged in UMass Boston travel, call the University's travel assistance service provider, International SOS. Note that any case potentially requiring evacuation will be escalated to UMass and UMass Boston international assistance points of contact.

In the event of a major incident, UMass will reach out to share information and confirm well-being through the contact information provided by the traveler. If there is a serious threat to individual or project health and safety (e.g., a natural disaster, social/political upheaval or disease outbreak), the International Emergency Response Team and the Provost's Office will confer with project leadership. If it is determined that the location is not safe, the UMass Boston traveler(s) may be required to return to UMass Boston or their home location pending a determination that it is safe to return.

Additionally, the University of Massachusetts Treasurer's Office provides international travel insurance coverage for students, faculty, and staff who are participating in university approved travel. Insurance coverage is provided through CHUBB, and emergency assistance abroad is provided by International SOS.

In the event of an international emergency involving UMass Boston students, faculty, and/or staff members, the IERT may be activated. See the International Emergency Response Plan (Appendix B).

In case of emergency, contact the numbers below.

|                                   |                |                                      |
|-----------------------------------|----------------|--------------------------------------|
| International SOS                 | 1-215-942-8478 | UMass Membership ID:<br>398GDA967198 |
| UMass Boston Police<br>Department | 1-617-287-7777 |                                      |

If impacted by a crime, contact the local police and your local embassy. Contact details for all US Embassies and Consulates are available online at:  
<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/list-of-posts.html>.

## Appendix A: Definitions

|   |   |
|---|---|
| <b>Assumption of Risk for High-Risk Destinations for Faculty or Staff</b> | A legal document signed by a university faculty or staff member participating in travel to a high-risk location acknowledging that they are aware of the risks associated with the travel.  |
| <b>Conditions of Agreement - Release of Liability Form</b>                | A legal document signed by a person participating in an activity, acknowledging that he or she is aware of the risks associated with participation in the activity and agreeing to waive any claims against UMass Boston arising from any loss or injury suffered while participating in the activity.  |
| <b>High-Risk Destination</b>  | A High-Risk Destination is any domestic or international country, region, province or city designated by the Systemwide Travel Risk Management Advisory Committee (TARMAC) or a campus as posing substantive health, safety, security risk to a University Traveler and/or the University. High-Risk Destinations are inclusive of comprehensively sanctioned countries.  |
| <b>High Risk Travel Review Committee</b>                                  | The Committee reviews and makes decisions on high-risk international travel requests, and consists of members from the following departments: <ul style="list-style-type: none"> <li>• Export Control</li> <li>• Information Technology – Information Security</li> <li>• Office of Emergency Management</li> <li>• Office of Environmental Health &amp; Safety</li> <li>• Office of Global Programs</li> <li>• Provost’s Office</li> </ul> |
| <b>International Emergency Response Team (IERT)</b>                       | The IERT consists of UMass Boston personnel who respond in the event of an international incident involving UMass Boston students, faculty, and staff. See the International Emergency Response Plan for more detail.   |
| <b>International Pre-Travel Export Control and Risk Form</b>              | The Form is designed to collect emergency contact information and help international travelers prepare mitigation strategies and be prepared for health, safety, and security risks.  |
| <b>Office of Emergency Management</b>                                     | The Office of Emergency Management creates policy and procedure around international and high-risk travel, maintains the UMass Boston Travel Registry, and works with the systemwide TARMAC group.  |
| <b>Release of Liability for High-Risk Travel for Students</b>             | A legal document signed by a university student participating in travel to a high-risk location, acknowledging that they are aware of the risks associated with the travel and agreeing to waive any claims against UMass Boston arising from any loss or injury suffered while participating in the travel.  |



|                                    |  |
|------------------------------------|--|
| <b>University-Sponsored Travel</b> | University-Sponsored Travel includes, but is not limited to, travel in the course and scope of UMass Boston employment; travel within the scope of a UMass Boston-sponsored research grant or contract; travel that is eligible for UMass Boston-approved course credit as well as travel under UMass Boston auspices for non-credit experiences; and student or volunteer travel under the direction or supervision of UMass Boston faculty or staff. |
|------------------------------------|--|

## Appendix B: Related Resources

### Related Documents

- [University Travel Policy](#)
- International Emergency Response Plan

### Additional Resources

- [University Travel Approval](#)
- [Office of Global Programs](#)
- [University Health Services](#)
- [Export Control Regulations and Compliance, Office of Research & Sponsored Programs \(ORSP\)](#)
  - Oversees UMass Boston compliance with the applicable export regulations
  - Consequences of violating these regulations can be very severe for the individual, UMass Boston, and/or organization violating these regulations