

International Travel

University Operations – Travel and Reimbursements

CWU Policy 205-02

Effective: February 19, 2020

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Contracts, Purchasing, and Surplus

Policy Statement:

The purpose of this policy is to define CWU-related international travel, identify the roles, rights and responsibilities of various stakeholders, and describe governing parameters and procedures.

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Applicability:

All CWU administrators, faculty, staff and students, as well as registered volunteer(s), authorized contractor(s). All offices, Colleges and Departments.

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Content:

Policy

(1) Introduction

- A. The mission of the university is to prepare students for enlightened, responsible, and productive lives; to produce research, scholarship, and creative expression in the public interest; and to serve as a resource to the region and the state through effective stewardship of university resources. In support of this mission, the university supports the interests of students, faculty and staff in pursuing international research, educational activities and service and recognizes that important work may sometimes take place in locations that pose unusual health and safety risks. The university recognizes that travelers have significant responsibility for their own health, safety and security. This policy defines basic institutional requirements that will promote these interests.
- B. Individual travelers are responsible for compliance with this international travel policy. Units sponsoring Central Washington University Related Travel (defined below) are responsible for informing travelers of this international travel policy and for facilitating compliance for individuals where appropriate.

(2) Definitions

- A. Travel Abroad, or International Travel (hereinafter used interchangeably), refers to destinations outside the continental United States, Alaska, Hawaii and the District of Columbia. Travel to US territories, including American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the US Virgin Islands and the US Minor Outlying Islands, as well as journeys on the High Seas are also considered international travel.
- B. An international experience is considered a CWU-Sponsored or -Organized Program when a university unit is involved in creating, funding or approving the experience, or coordinating the applications and selection of the participants.
- C. CWU Related Travel (CWURT) is defined in terms of two traveler roles:
 - 1. CWU Employees (Faculty and Staff):
 - a. CWU employees traveling abroad within the context of their job responsibilities—as defined by their employment contract—and/or under the terms of a university contract, agreement or partnership are considered to be on CWURT. This includes, but is not necessarily limited to, travel related to CWU sponsored or organized programs, conferences, site visits, meetings, guest lecture opportunities, approved sabbatical projects, and research funded, facilitated or supported by the university, as well as travel for sponsored projects. While receipt of CWU funds or CWU-managed funds for travel automatically classifies that travel as CWURT, such funding is not necessary to identify travel as CWURT.
 - b. While travel might include personal activities outside of the employee’s job responsibilities, the travel is considered CWURT if the primary purpose is work-related. However, the university cannot and will not extend liability coverage for the unrelated personal activities.
 - c. Personal travel on vacation, without university support and where university employment is not relevant to the activity, is not considered CWURT.
 - 2. Students:
 - a. Student participants in international travel include both matriculated CWU students and individuals admitted to the university as non-matriculated students. Students are considered to be on CWURT if they meet one or more of the following criteria:
 - i. Receives CWU resident or accepted transfer credit for the experience.
 - ii. Travels on a CWU sponsored or organized experience.
 - iii. Travels to achieve a degree requirement, including—but not limited to—degree milestones, thesis field research, practica, internships, etc.
 - iv. Travels under the terms of an institutional contract or agreement.

- v. Receives funding from a CWU unit or receives funds managed by CWU for their travel, including—but not necessarily limited to—Services and Activity Fee Committee support, Graduate Studies grants and departmental scholarships.
- vi. Participates in travel designated as an official activity of a registered or approved student organization or club.

D. Education Abroad refers to various credit-bearing and non-credit international education programs that also may be considered either a CWU Sponsored or Organized Program or CWURT. Examples include, but are not necessarily limited to:

1. University reciprocal exchanges.
2. Faculty-directed programs, whether conducted entirely or only in-part abroad.
3. Study, internship and/or research abroad, whether through an affiliated third-party sponsor or through a self-arranged opportunity.

4. Experiential activities, such as service, leadership ~~and/or~~ performance, and/or intercollegiate sports competition programs.

a. Athletic team travel to British Columbia for the purposes of participating in competition as part of said team’s official conference schedule shall not be considered education abroad and, thus, shall be exempted from the relevant portions of this policy. Athletic team travel to Canada for the purposes of official post-season competition shall be similarly exempted.

i. Such exemption notwithstanding, student-athletes, trainers and coaches nonetheless shall enroll in the university’s contracted international health and emergency services insurance coverage for all international travel.

ii. Athletic Department personnel are responsible for attaching a detailed roster of traveling student-athletes to their Travel Authorization.

4.iii. Regardless of destination or purpose, all other international travel by CWU athletic teams shall qualify as education abroad and, thus, be subject to all relevant policies and procedures.

E. Any education abroad program, credit-bearing or not, consisting of one or more CWU students, undergraduate or graduate, traveling with and under the direction, leadership or guidance of one or more CWU employees ~~is shall be~~ considered a faculty-directed program. These ~~shall~~ include, but are not necessarily ~~be~~ limited to, traditional course-based programs, as well as service-learning, internship and research programs.

E.F. “Companion” shall mean anyone a traveler may wish to accompany them who is not a CWU faculty or staff member, student, contractor or volunteer with an official, university-related purpose on the travel in question and authorized through the university’s travel authorization

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system. These may include, but shall not be limited to, spouses, domestic or life partners, children, parents, friends or colleagues.

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(3) Responsibilities

- A. Administration (President, Cabinet, Associate Provosts, Deans, Office of International Studies and Programs, International Studies and Programs Advisory Council)
 1. The university administration is responsible for:
 - a. Developing, implementing and maintaining all policies and procedures regarding International Travel that are consistent with Washington State law, national norms and best practices, are transparent to all faculty, staff and students and uphold the academic standards and expectations of professional conduct of the university and its employees.
 - b. Per ~~the Washington State Office of Financial Management's (OFM)~~OFM State Administrative and Accounting Manual (SAAM) Subsection 10.10.50.b, review and approval of all CWU Related Travel.
 - c. Final determination of any and all education abroad opportunities to be offered to students.
 2. These responsibilities include attention to faculty, staff and student risk and the management of institutional risk as appropriate.
- B. Office of International Studies and Programs/~~Study Abroad and Exchange Programs~~Education Abroad (OISP/~~SAEPEA~~)
 1. In addition to their role as part of the university administration, the Office of International Studies and Programs and its subunit ~~Study Abroad and Exchange Programs~~Education Abroad, collectively are responsible for:
 - a. Serving as the coordinating unit for all education abroad programs.
 - b. Implementing university policies and procedures regarding student CWURT, including those for the character, development and administration of education abroad programs.
 - c. Facilitating review of all university education abroad programs and opportunities and ~~establish~~establishing related procedures and timelines. Such review is required before any education abroad program or Student CWURT may be advertised or represented as approved by or sponsored by the university.
 - d. Implementing the student Travel Health Preparation Guide and process.
 - e. Implementing the Disciplinary Clearance review form and process.

- f. ~~Registering~~ ~~Advising~~ faculty directors and students on registering for USDOS Smart Traveler Enrollment Program (STEP) ~~or advise them on self registry.~~
- g. Enrolling faculty directors and students in the university's default international health and emergency insurance coverage.
- h. Implementing insurance waiver request processes, in accordance with Washington State law and university policy.
- i. Implementing emergency response procedures for student CWURT.
- j. Facilitating all general communication and liaison duties between CWU and international partners.
- k. Facilitating review and approval of all international agreements and contracts, including those with US-based vendors providing services for education abroad programs.
- l. Providing to students general consultation on entry and exit requirements, ~~including—but necessarily limited to—passports, visas and travel as a DACA or otherwise undocumented student~~ for their destination.

C. Faculty and Staff

1. Per SAAM Subsection 10.10.15, faculty and staff are responsible for being familiar with university and state travel regulations and procedures.
- ~~2.~~ Per SAAM Subsections 10.10.15 and 10.10.50.a, all faculty and staff participating in CWURT abroad must register their travel, regardless of funding, by completing a travel authorization prior to departure. ~~Related deadlines may be set by the university administration.~~
 - ~~2.~~ ~~While units may devise and require their own procedures for internal approval of travel, these shall neither replace university-level requirements and procedures nor relieve the traveler of responsibility for following the same.~~
- ~~3.~~ Except in emergent circumstances and where preapproved, all travel authorizations shall be submitted no less than sixty (60) business days prior to departure in order to allow for appropriate review.
- ~~4.~~ No nonrecoverable expenses may be committed to, reimbursed or encumbered by the university prior to final approval of the travel authorization form. Travelers who make such expenditures themselves prior to approval do so at their own risk.
- ~~3-5.~~ All faculty and staff participating in CWURT abroad are responsible for understanding and following all entry and exit requirements for the United States and their destination(s) abroad, including—but necessarily limited to—passports and visas.

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~~4-6.~~ All eligible faculty and staff participating in CWURT abroad must register themselves for the USDOS Smart Traveler Enrollment Program (STEP) ~~unless part of a group enrolled by OISP/SAEP.~~

~~5.~~ Faculty and staff wishing to travel to visit any of the countries or entities included on lists of embargoed countries or Specially Designated Nationals maintained by the US Department of the Treasury's Office of Foreign Assets Control are responsible for ensuring compliance with all US export control laws and regulations.

~~6-7.~~ Faculty and staff traveling on federally sponsored programs are responsible for ensuring their air travel complies with the Fly America Act.

~~7-8.~~ Faculty and staff wishing to create a faculty-directed education abroad program ~~must~~ shall work with SAEPEA, follow all related policies, procedures and guidelines and adhere to all requirements of faculty program directors, including mandatory trainings.

~~8-9.~~ Faculty and/or academic advisors are responsible for appropriate advising and evaluation of credit-transfer equivalency for course credits earned at international sites in accordance with university or college policies.

D. Students

1. All students participating in any CWURT must:

- a. Register their travel with ~~the~~ OISP/SAEPEA according to its policies and procedures.
- b. Attend required orientations and pay applicable tuition, administrative and program fees.
- c. Comply with policies and procedures regarding academic advising and risk management.
- d. Obtain, as appropriate, academic advising in order to ascertain whether credits earned abroad will be accepted as transfer credit by the university.
- e. Obtain university-approved international health and emergency insurance coverage for the duration of their travel.
- f. Abide by all applicable university, host institution and/or program regulations and policies.
- g. Understand and follow all policies, procedures and requirements related to entry to and exit from the United States and the program location(s).

2. When receiving university funds or university-managed funds supporting their travel and necessitating a travel authorization to facilitate disbursement, students shall be subject to the same submission deadlines as described in section (3).C.3. of this policy.

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(4) International Health and Emergency Insurance

- A. All faculty, staff and students participating in CWURT abroad must purchase international health and emergency insurance for the full duration of CWURT. Travelers will be enrolled in the university’s contracted provider and billed as appropriate to their category of CWURT.
- B. Pursuant to RCW 28B.10.660(3), students may request a waiver of the default coverage provided they demonstrate comparable aggregate coverage from one or more alternate sources. Granting of a waiver ~~is~~ shall be at the discretion of OISP/SAEPEA and shall set neither individual nor general precedent. Students are encouraged, but not required, to purchase insurance covering such things as flight delay, travel interruption, etc.
- C. Regardless of alternate coverage, ~~no~~ waiver of this requirement ~~for~~ shall be available to CWU faculty and staff on international CWURT ~~will be available only to those doing so as part of the US Fulbright program. Such employees may opt into CWU contracted coverage by request to OISP.~~

(5) Emergency Evacuation Insurance and Support

- A. Medical and security evacuation coverage is included in the university-contracted insurance policy and is among the university’s minimum requirements for alternate coverage. The decision to activate evacuation support under this coverage is ultimately made by the provider in consultation with the ~~President or their designee~~ University. Severity of security concerns, weather conditions and remoteness of location may limit the degree to which the provider is able to assist in an emergency.

(6) Travel in Areas of Concern

- A. The ~~President or their designee~~ university reserves the right to deny permission to travel to any destination subject either to a current Level 3 or 4 USDOS Travel Advisory or to a current Level 3 or Level 4 Centers for Disease Control and Prevention (CDC) Travel Health Warning Notice. ~~The university will consider P~~proposals for such travel may be considered on a case-by-case basis.
 - 1. The university similarly reserves the right to deny travel to countries in which its contracted provider of international health and emergency services coverage in any way restricts applicability of coverage or provision of services, including but not necessarily limited to invalidating coverage—particularly medical or security evacuation and/or repatriation of remains—or requiring additional payment over and above the regular premium in order to provide such coverage.
- B. For the purposes of this policy a country or non-state region (e.g. Gaza, Taiwan) ~~shall be~~ is considered subject to a Level 3 or 4 Travel Advisory if either advisory level is applied to the country or region generally or to any of its sub-regions, regardless of whether the destination falls within the affected sub-region or not. It is not necessary for sub-regions to be explicitly labeled “Level 3” or “Level 4” for this requirement to apply; it is sufficient for advisory language to be consistent with those levels.
- C. Individual Employee Travel

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1. Travelers are responsible for checking their destinations for any USDOS Travel Advisory or CDC Travel Health ~~Warning/Alert~~Notice.
2. Units cannot require unwilling employees to travel on CWURT to countries or locations subject to a Level 3 or 4 Travel Advisory or ~~a~~ Travel Health ~~Warning~~Notice.
3. Travelers are responsible for understanding their insurance coverage(s) and needs that may exceed current coverage and require purchase of additional insurance.

~~4.~~ Travelers are responsible for submitting prior to departure a safety plan and detailed itinerary for destinations subject to a Level 3 or 4 Travel Advisory or ~~a~~ Travel Health ~~Warning~~Notice; ~~though the travel is not subject to review by the Threat Assessment Team.~~

~~5.~~ OISP, in the persons of the Associate Director for Education Abroad and/or the Executive Director of International Studies and Programs—or successor positions, shall be authorized and empowered to approve or deny employee travel to affected areas in consultation with senior administration, i.e. The Office of the President or The Office of the Provost, as appropriate to the individual proposing travel.

~~a.~~ This review will be conducted solely on the basis of risk potential and will not constitute evaluation of academic or fiscal matters.

~~4.~~

D. Students

1. Students cannot be required to participate in any international travel experience in destinations subject to a Level 3 or 4 Travel Advisory or ~~a~~ Travel Health ~~Warning~~Notice. If international travel is required for a student's degree requirement, an alternate destination should be arranged or permitted.
2. All student CWURT to destinations subject to Level 3 or 4 USDOS Travel Advisory or CDC Travel Health ~~Notice~~Warning must be reviewed and approved by the CWU Threat Assessment Team (TAT) in cooperation with OISP. Students are responsible for submitting petitions for individual travel. Education abroad program directors or a sponsoring-department official are responsible for submitting petitions for all group travel programs. Approval must be obtained before such programs may be advertised to students.

~~3.~~ ~~All student CWURT to destinations subject to Level 2 USDOS Travel Advisory or CDC Travel Health Alert necessitates submission of an individual or group safety plan, but is not subject to additional review by TAT.~~

~~4.3.~~ TAT approval of student travel plans is not intended to guarantee student safety or to assume the responsibility of students for planning for their own safety. Students will sign a supplemental acknowledgement of risk and release of liability, recognizing voluntary participation in the program.

~~5.4.~~ Students will adhere to any applicable provisions of this policy during breaks or other personal travel falling within the official start and end dates of their program.

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6-5. Severe security and safety concerns may result in the suspension of an education abroad program and withdrawal of all participants from the region or amendment of the program curriculum, with assistance provided by OISP/EASAEP and other departments as necessary.

7-6. Students wishing to stay behind despite a decision to cancel their program and initiate evacuation will sign an additional release acknowledging their choice to stay against advice.

(7) Compliance with Export Controls

A. All individuals engaging in CWURT are responsible for understanding and adhering to applicable export and import controls imposed by the United States and/or their destination countries. This may include, but not necessarily be limited to, controls on cash and/or other monetary instruments, equipment, software, information/data, agricultural products and/or other goods.

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1. All such travelers are responsible for understanding whether their destinations and contacts are identified as subject to embargo or sanction per the lists of subject countries and Specially Designated Nationals maintained by the US Department of Treasury's Office of Foreign Assets, as well as Parts 740 and 746 of 15 CFR, Chapter VII, Subchapter C.

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2. All travelers to destination(s) so designated must submit a significantly detailed itinerary with their travel authorization.

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B. Individuals carrying CWU-owned devices and software abroad are responsible for understanding the rights and limitations of border officials and police in both the United States and their destination and, as applicable, transit countries, particularly in regard to search and seizure, and ensure that sensitive information is protected to the fullest extent possible.

1. Except those described in §7.B.2, CWU-owned devices, particularly mobile phones and laptop computers, generally may not be taken to countries not listed among the Wassenaar Arrangement National Contacts.

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2. CWU faculty and staff traveling to such countries may borrow a compliant laptop from the IS Service Desk prior to departure.

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C. Travelers are encouraged to consult the CWU Office of Information Security for additional guidance and assistance.

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D. Travelers are further responsible for familiarizing themselves and complying with the data protection laws, regulations and requirements of their destination countries or jurisdictions.

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(7)(8) Employee Companion Travel

A. Individual (non-Education Abroad) Employee Travel

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1. The University takes no responsibility for employee companions, and nor will it accept any liability related to the companion's presence, coverage shall not be extended to employee companions.

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2. Companions ~~may not be considered or presented as a representative of the university and shall have no official responsibilities on behalf of~~ may be delegated to them. ~~nor be considered a representative of the university. Companions may be present for official activities only when specifically authorized by college dean/executive directors of divisions.~~
3. Companions may neither impede official university business nor imply official status with the university.
4. Travel arrangements are solely the responsibility of the companion and/or employee. No university resources may be employed to make or facilitate companion arrangements. The needs of the university ~~will~~ shall dictate travel schedules and arrangements; ~~companions are expected to adapt to those needs.~~
5. Expenses incurred by a companion are solely the responsibility of the companion and/or employee. Should the presence of the companion cause the university to incur any expenses above those the employee would have incurred individually, the ~~employee must reimburse the university~~ must be reimbursed for the difference.
6. ~~Companions are ineligible for supplemental international health and emergency services insurance coverage through CWU. They are responsible for finding and purchasing their own coverage separately.~~

~~6.7.~~ Companions are encouraged to carry insurance that includes, among others, coverage for medical and security evacuation and repatriation of remains. In the event of an emergency, the university ~~will~~ shall accept no responsibility and incur no costs for companions.

B. Education Abroad Programs

1. All items within the previous section ~~(7).A(\$VII.a.)~~ apply equally to this section. Additionally:
2. ~~It is recognized that education abroad programs, Whether~~ credit or non-credit, ~~education abroad programs~~ are academic programs containing a travel component and not trips or vacations.
3. ~~Only the official program director(s)/leader(s), registered volunteer(s), authorized contractor(s) and students fully enrolled in the program may participate in University education abroad programs, including—but not necessarily limited to—program activities and program-secured transportation and accommodation, and be accounted for in University-signed contracts governing such programs. OISP/EA shall have final decision on authorized education abroad program participants.~~
- 3.4. ~~Companions of program director(s)/leader(s), registered volunteer(s), authorized contractors(s) and students fully enrolled in the program are prohibited Unless a university employee designated as a program co-leader, spouses or dependents of program directors/leaders are discouraged from traveling with University Education Abroad programs. Exceptions may be made for programs of extended duration, i.e. min. full quarter, requiring the program director(s)/leader(s) to be on-site for the full duration.~~

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~~4. Only the official program director(s)/leader(s) and students fully enrolled in the program may participate in education abroad program activities and travel on program secured transportation.~~

~~(8)~~(9) Operating Motor Vehicles

~~A. Travelers are discouraged from operating a motor vehicle while on international CWURT. When unavoidable, travelers must hire the vehicle from a reputable company and ensure that liability and collision damage insurance coverage is included in the rental agreement.~~

~~B. The University will not accept responsibility nor extend liability coverage for the operation of personal vehicles abroad, nor will it extend liability coverage for such.~~

~~C. All passengers must be CWU faculty, staff, contractors or volunteers with an official, university-related travel purpose and authorized through the university's travel authorization system. The university will not accept responsibility nor will it extend liability coverage for them.~~

~~A.D. The university will shall ~~not~~ accept responsibility ~~nor~~ extend liability coverage for students operating motor vehicles (including, but not necessarily limited to, Class 2 or Class 3 e-bikes, mopeds, scooters, motorbikes, motorcycles, off-road or recreational vehicles, and automobiles) while participating in an education abroad opportunity, nor will it extend liability coverage for such activities. Faculty-directed education abroad programs are prohibited from allowing students to operate motor vehicles hired by or for the program at any time.~~

~~B.E. Faculty and staff will may not drive vehicles in which students are passengers abroad without an approved exception from the Director of Business Services and OISP. Faculty and staff who need transportation for students must either use public transportation or hire a local driver/vehicle with general and passenger liability appropriate insurance.~~

~~(9)~~(10) Travel in Violation of This Policy

A. Faculty and Staff

~~1. Faculty and staff who choose to travel in violation of this policy are acting without authorization by the university and will be. They will be personally liable for any and all costs associated with travel, assume all liability for incidents that may occur during this travel, and are not eligible for University support of any kind.~~

~~1.2. Travel authorizations completed after the fact will be denied unless sufficiently compelling mitigating circumstances are determined to exist.~~

~~2. Travel authorizations completed after the fact will be denied unless sufficiently compelling mitigating circumstances are determined to exist.~~

B. Students

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1. Students who choose to travel in violation of this policy are acting without authorization by the University. If travel occurs during a required term, students must take a leave of absence from the University. Students who travel in violation of the policy could jeopardize their student status.
2. In all cases, students who travel in violation of this policy are ineligible for financial aid, scholarships, ~~and~~ travel stipends or any other form or financial support from or through the University, as well as any other University support including academic credit of any kind.

~~(10)~~(11) Exclusions

A. Personal Travel

1. This policy does not apply to personal, non-University travel by faculty, staff or students, including travel outside of official education abroad program dates.

~~B. Athletic Competition in British Columbia~~

- ~~1. Student athletes participating in or traveling for competition in British Columbia as part of a team's official schedule are exempt from this policy. International travel to any other destination, regardless of purpose, is subject to this policy.~~
- ~~2. Athletic Department personnel are responsible for attaching a roster of traveling student athletes to their Travel Authorization, as well as certifying student athlete insurance includes emergency services, such as medical and security evacuation and repatriation.~~

History:

*Responsibility: CFO/BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: UPAC 2/19/2020; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-10-155, June 2025*