



3-18

**INTERNATIONAL TRAVEL, SAFETY, AND RISK  
MANAGEMENT POLICY- FACULTY & STAFF**

**Responsible Executive:** Provost and Executive Vice President  
**Approving Official:** Provost and Executive Vice President  
**Effective Date:** July 23, 2021  
**Revision History:** New, July 23, 2021

**I. INTRODUCTION**

Florida State University (FSU) is dedicated to supporting international travel and intercultural experiences as an integral part of the University. As a part of this mission, FSU is actively expanding its global footprint and recognizes the importance of faculty and staff engagement abroad. The University is committed to identifying, interpreting, and informing travelers of the health, safety, and security risks associated with participating in University-related international travel opportunities.

This document sets the general policy for all FSU employees that are participating in University-related international travel. FSU employees that are also FSU students, must comply with the Student International Travel Policy (or request a policy exception through the International Travel, Safety, and Risk Advisory Council).

**II. POLICY**

**SCOPE:**

University-related international travel includes travel that is:

- Part of a study abroad or international exchange program organized or supported by the Center for Global Engagement or International Programs;
- For research and/or field work that is supported and/or organized by University units;
- Supported through FSU funding or when an FSU account is used to hold and disburse funding, including travel funded by direct support organizations, fellowships, grants or scholarships;
- To attend a conference, present research, or participate in an activity because of their affiliation with FSU;
- Independent personal travel within approved University-related travel dates;
- Any travel in which an employee participates because of their affiliation and/or assigned responsibilities at FSU (including travel at no cost to the University).

International travel that does not fall in the categories above is not considered official University-related travel. Examples include, but are not limited to, personal travel that is not a part of University-related travel (as defined above), international employees traveling home for a personal visit, or group travel that is organized by non-University units (i.e. a

mission trip that is organized by a community group with no affiliation to FSU).

Employees participating in such non-University international travel are considered independent, are solely responsible for their own health, safety, and security risks while abroad, and are not subject to this policy.

#### **DEFINITIONS:**

- **Independent personal travel:** defined as situations where the traveler is leaving their primary travel location during their set dates for their University-related travel.
- **International travel:** For the purpose of this policy, travel is considered international if it falls outside of the continental United States, Alaska, or Hawaii. Therefore, travel to U.S. territories like American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands is considered international.
- **International Travel, Safety, and Risk Advisory Council:** Reviews/updates policy and procedures that pertain to University-related international travel. Provides oversight of these policies and procedures, and advice in revision as needed. Reviews program cancellations and reopening due to changes in health, safety, and security risks to maintain consistent University-wide standards. This council is chaired by the Assistant Provost for International Initiatives or designee.
- **International Travel, Safety, and Risk Management Team:** Membership of this team varies depending on scope of projects, but is coordinated by the International Travel, Safety, and Risk Manager. Develops waivers and forms necessary to assess and manage international travel risks. Monitors international destinations for civil unrest, environmental hazards, and other risks. Works with specific travelers who may be impacted
- **Traveler:** For the purpose of this policy, a traveler is a full-time or part-time employee of the University and/or a designated guest traveler.
- **University units:** FSU units include campuses, departments, colleges, centers, offices, and other operational units.

#### **RESPONSIBILITIES OF ALL TRAVELERS:**

- Travelers must:
  - Complete the process to get travel approved in advance, even if it requires a no cost travel authorization, and register/book travel per University policy. This step registers travel with the FSU travel registry.
  - Review the FSU pre-departure materials for employees.
  - Have an accessible means of communication (e.g. cell phone, landline, computer) while abroad, so that FSU can be in contact in the event of an emergency.
  - Monitor official FSU email (recommended on a daily basis, but at least every two to three days at a minimum) while abroad and keep up to date on

- news/travel updates regarding their destination.
- Comply with University policies regarding technology and information security abroad (i.e. Export Control, Information Security, etc.).
  - Register independent personal travel if leaving their primary travel location during their approved FSU travel dates.
  - Comply with reasonable requests from the University, including via travel committees, for information or consideration of additional waivers for travel to high-risk locations.

### **Pre-Approval of International Travel**

Beginning on January 1, 2022, all University-related international travel proposed by faculty, researchers, and research staff must be screened and pre-approved by the research integrity office, or designee, as required by Florida law.

### **Restricted Travel**

Florida State University has assessed and approved University-related international travel for employees using a number of resources and advisories (these include the U.S. Department of State, the Centers for Disease Control and Prevention, the State of Florida and federal mandates, and other security intelligence). The University may restrict employee travel in exceptional circumstances to support and protect the mission of the University and the welfare of its personnel or as required by other regulatory entities. For more information on these resources, please consult [Appendix 1: Review of Travel Locations](#).

All FSU travelers must comply with mandated requirements for travel review, approval, and/or reporting by the State of Florida, U.S. federal government, and the University.

Florida State University does not endorse travel, and cannot reimburse for travel, to [State Sponsors of Terror](#), as defined by the U.S. Department of State. FSU may also be required to restrict or be unable to reimburse for travel to foreign countries of concern, as defined by Florida Statutes. Travelers must review such limitations prior to travel and act accordingly.

### **Travel Registry**

All employees participating in international travel covered by this policy must be registered within FSU's travel registry, which is accomplished by creating a Travel Request in the University's online travel booking and expense system (Concur). The travel registry is intended to allow FSU to quickly locate international travelers in the event of a crisis and provide them with timely information and assistance. The registry is also intended to proactively inform registered travelers when an emerging issue/concern may affect them or their travel destination(s).

The travel registry system will meet and comply with FSU's data privacy and governance requirements.

### **Pre-Departure Materials**

All FSU travelers participating in international travel covered by this policy must review general pre-departure information provided by FSU, under the guidance of the [International Travel, Safety, and Risk Advisory Council](#). These materials are designed to provide travelers with essential resources, including information about health, safety, and security

abroad. Travelers will receive information to help them better understand, identify, and mitigate international risks. The materials seek to create more informed travelers, who can make better decisions regarding their health and safety abroad. From time to time, the University may update these documents or modify them to address specific concerns or risks.

### **Insurance**

All travelers participating in international travel covered by this policy are encouraged to enroll in international health and safety/security insurance. Where an option for coverage is offered by FSU, the traveler must enroll. Please check [global.fsu.edu](http://global.fsu.edu) or email [global-travel@fsu.edu](mailto:global-travel@fsu.edu) to determine the current availability of coverage.

### **Critical Incident Reporting**

University units and FSU travelers must report critical traveler incidents and emergencies abroad (examples: a life-threatening incident, an FSU traveler death, a hostage situation or kidnapping of an FSU traveler, a missing FSU traveler, etc.) to the International Travel, Safety, and Risk Manager or their designee.

Faculty and staff who are engaged in University-related travel retain their roles as Responsible Employees (as defined in [FSU Policy 2-2](#)) and should utilize established University reporting protocols, with the most efficient being: [report.fsu.edu](http://report.fsu.edu).

Please note that other FSU reporting requirements may also apply per University policy.

### **Export Control**

FSU's policy on export control ([7A-10 Export Control Policy](#)) supports compliance with federal laws and regulations issued by federal regulatory entities (e.g. U.S. Department of State, Department of Commerce, and the Office of Foreign Assets Control). FSU's export control compliance policy and procedures are a best practice designed to assure compliance with regulations in those activities of the University to which the regulations may apply. This helps protect the University and its personnel from the consequences of non-compliance.

When travelling internationally, employees need to know their responsibilities under U.S. export control regulations. Traveling abroad and taking certain items, providing certain services, or meeting with certain people can present export control concerns. The Office of Research Compliance's [International Travel Guidance](#) provides information on how to avoid running afoul of U.S. export control regulations when traveling internationally.

### **Cancellation**

Florida State University may at any time cancel approval for international travel overall or to a specific destination. Cancellation may occur prior to or during travel dates.

The circumstances justifying cancellation of an international opportunity include, but are not limited to, an increase in risk, an update in travel advisories, and/or health notices for the destination.

These cancellations are reviewed by the [International Travel, Safety, and Risk Advisory](#)

[Council.](#)

**Non-Compliance**

Employees in violation of this policy may be subject to corrective or disciplinary action in accordance with their respective bargaining agreements.

Additionally, non-compliance may result in an FSU unit not approving reimbursement costs for the international travel.

If the University incurs expenses on behalf of an employee, the individual may be held financially responsible.

This policy is related to, and consistent with, the following FSU policies and procedures:

[4-OP-D-2-D Travel](#)

[Comprehensive Emergency Management Plan \(CEMP\)](#)

[7A-10 Export Control Policy](#)

[4-OP-H-5 Information Security Policy](#)

[4-OP-H-14 Mobile Applications, Digital Services, Social Media, and Mobile Messaging](#)

[FSU Policy 2-2 Sexual Discrimination and Sexual Misconduct](#)

**III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

This policy was prepared through research of best practices and standards in the field of higher education. The Forum for Education Abroad, NAFSA, and other university international travel policies were consulted (i.e. University of Minnesota, Northwestern University, University of Texas at Austin, etc.).

This policy shall be reviewed by the International Travel, Safety, and Risk Advisory Council, every seven years for its effectiveness. The International Travel, Safety, and Risk Advisory Council shall make recommendations to the Provost/Executive Vice President for Academic Affairs, for any modification or elimination.

Section 286.101, Florida Statutes

Section 1010.36, Florida Statutes

Approved July 21, 2021

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Provost and Executive Vice President

## APPENDIX 1- REVIEW OF TRAVEL LOCATIONS

Florida State University has assessed and approved University-related international travel for employees using a number of sources and advisories (these include the U.S. Department of State, the Centers for Disease Control and Prevention, the State of Florida and U.S. federal mandates, and other security intelligence). Florida State University does not endorse any travel to [State Sponsors of Terror](#), as defined by the U.S. Department of State.

The [U.S. DOS](#) travel advisory levels are as follows:

- **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 4 - Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory.

The U.S. DOS travel advisory system also provides reasons for the level assigned:

- **C - Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T - Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U - Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- **H - Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** A short-term event, such as an election, sporting event, or other incident that may pose a safety risk.
- **K- Kidnapping/Hostage Taking:** Kidnapping and/or hostage taking occurs in areas of the country.
- **O - Other:** There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

The [CDC](#) provides travel health notices to inform international travelers of current health risks that are related to specific countries or areas. The CDC issues travel health notices in the event of disease outbreaks, special events, or natural disasters that may impact a traveler's health.

There are three levels of CDC travel health notices:

- **Watch Level 1, Practice Usual Precautions:** A reminder to follow usual precautions, like being up to date on recommend vaccinations, when traveling abroad to a location with an identified increase in risk.
- **Alert Level 2, Practice Enhanced Precautions:** This type of notice will include additional precautions or information a traveler should consider to protect against an identified increase in risk.
- **Warning Level 3, Avoid Nonessential Travel:** This is the highest level of health notice for the CDC, and is used to indicate that all non-essential travel to the affected destination be avoided. This type of travel health notice indicates a high risk, one that travelers cannot mitigate through precautions.

Conditions in any country may change at any time.

## PROCEDURAL STANDARDS

In general, the University does not restrict employee travel due to the U.S. DOS Travel Advisory. However, travelers are advised to consider the following:

### **Level 1 - Exercise Normal Precautions & Level 2 - Exercise Increased Caution:**

Travelers should check for updates to advisories regularly and should identify key elements of their journey plan (ongoing information review and risk assessment, contacts, evacuation plan). Travelers should be aware of any Level Three or Level Four regions within a country, which will pose a greater risk

**Level 3 - Reconsider Travel:** Travelers should reconsider their travel, and if they can make changes to their planned itinerary to mitigate the noted risks. FSU travelers cannot be required to travel to a Level 3 country, but if they select to do so, they should check for updates to advisories regularly and identify key elements of their journey plan (ongoing information review and risk assessment, contacts, evacuation plan).

**Level 4 - Do Not Travel:** Travelers should understand that at this level, the U.S. government may have very limited ability to provide assistance and are advising travelers not to travel (or to leave the country as soon as it is safe to do so). FSU travelers should reconsider their travel and cannot be required to travel to a Level 4 country. If they select to do so, they should check for updates to advisories regularly and identify key elements of their journey plan (ongoing information review and risk assessment, contacts, evacuation plan).

In general, the University does not restrict employee travel due to CDC Travel Health Notices. However, travelers are advised to consider the following:

**Watch Level 1 & Alert Level 2:** Travelers should review the risk and follow precautions as recommended by the CDC. Travelers should check for updates to notices regularly. If a destination's watch or alert level changes while a traveler is abroad, it should be considered in their plans.

**Warning Level 3:** Travelers should reconsider their travel and cannot be required to travel to a Level 3 location. If they select to do so, they should review the risk and follow precautions as recommended by the CDC. Travelers should check for updates to notices regularly. If a destination's watch or alert level changes while a traveler is abroad, it should be considered in their plans.

## **Appendix 2- INTERNATIONAL TRAVEL, SAFETY, AND RISK ADVISORY COUNCIL MANDATE**

The University policies and procedures on international travel ensure that any experiences abroad are undertaken with adequate attention to traveler health and safety.

The policies and procedures for international travel advance the mission of the University:

“Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.”

The University’s strategic plan implementation map includes the goal to “enhance global competencies and experience,” and supporting safe international travel is one mechanism to advance that goal.

The council will review policies and procedures on international travel, safety, and risk, and provide oversight on these policies and procedures with advice on revision as needed.

### **Membership:**

Members of the Council are appointed by the University Provost and Vice-President for Academic Affairs, in consultation with the Assistant Provost, International Initiatives.

Additional members and subcommittees may be added as needed.

Members include:

- International Travel, Safety, and Risk Program Manager (non-voting)
- Director, Center for Global Engagement or representative
- Director, International Programs or representative
- Risk Manager, International Programs or representative
- University Travel Office representative
- University Compliance Officer or representative
- Faculty member, as recommended by FSU’s Faculty Senate
- Assistant Provost, International Initiatives (Chair)

### **Responsibilities:**

The Advisory Council serves to provide support and advice for the responsibilities and activities of the International Travel, Safety, and Risk Manager. It will:

Review annual report on international travel, safety, and risk responsibilities and activities.



Review University policies and procedures for assessing risk for overseas travel, including methods for monitoring ongoing international developments for risk identification and mitigation.

Review incident preparedness and incident responses.

Review role and operation of the International Travel Oversight Committee (Exceptions).

Review and debrief immediate actions taken by program/risk managers regarding evacuations due to health, safety, and security threats to a traveler or traveler group.

Review requests from program/risk managers to recall travelers or suspend programs/travel due to health, safety, or security risks/concerns.

Review and recommend when suspended or postponed programs/travel are eligible to reopen due to changes in health, safety, and security.

Determines the standards for pre-departure orientation, and review orientation materials annually.

Make recommendations for new international travel policies and procedures, as needed.

### **International Travel Risk and Safety Advisory Council Procedures:**

International Travel Risk and Safety Advisory Council will meet at least once per year or more often as needed.

Items may be reviewed and approved by the committee between face-to-face meetings by e-mail and/or a secure organizational web site, and these will be formally noted in the agenda and approved minutes of the committee meetings.

The International Travel, Safety and Risk Advisory Council will prepare an agenda and record approved minutes to note discussions and approvals at each of its meetings.

The standing agenda for each committee meeting will include the following:

- Call to order/attendance

- Approval of Agenda & Minutes

- Annual report on international travel safety and risk responsibilities and activities.

- University policies and procedures for assessing risk for overseas travel, including methods for monitoring ongoing international developments for risk identification and mitigation.

- Incident preparedness and incident responses.

- Role and operation of the International Travel Oversight Committee (Travel Exemptions).

- Recommendations for new international travel policies and procedures as needed.

- Adjourn.