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**Issuing Office:** Vice Chancellor  
for Administration and Finance

Office of Emergency Management  
Contracts and Compliance

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## 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 Travel Risk Management and Safety Committee (ITRASE), International Emergency Response Team (IERT), 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 IERT is a subcommittee of ITRASE. 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; or
- 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

### Pre-Departure Travel Requirements

1. **Employee Travel Authorization:** UMass Boston employee travel and funding must be authorized in advance by the traveler's 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 Authorization Form by the traveler's home department.
2. **Travel Registry:** UMass Boston has implemented systems and procedures for registration of domestic or international travel information using the Terra Dotta platform. Information collected from travel 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.

As part of the registration process, all international travelers are required to complete the Safety Plan Questionnaire and/or the Conditions of Agreement: International Travel Liability Release Form. Registration must be completed **at least 21 days before departure, or as soon as travel is known**, to ensure sufficient time for review and processing. Failure to complete the registration prior to departure may result in delayed or denied travel reimbursements. Untimely and/or inaccurate registrations will not be processed.

- A. **Safety Plan Questionnaire:** All UMass Boston faculty, staff, and students with UMass Boston employee identification numbers are required to submit a Safety Plan with their International Individual travel registration in Terra Dotta. The supervising faculty or staff person leading a group is required to submit a Safety Plan for the International Group registration. Incomplete documents will not be processed.
- B. **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 is to be submitted with the International Group travel registration. **Students who have not completed and signed the Conditions of Agreement form will not be permitted to travel.**
- C. **Standard Review:** All international travel is reviewed by the UMass Boston

Travel Risk Management Team from a travel risk perspective. All travel is typically reviewed within two (2) weeks of the departure date. If your registration has not been processed within five (5) business days of your departure date, and there has been no follow up from the Travel Risk Management Team regarding missing information – or if you need urgent review – first check Terra Dotta to confirm that your registration has not already been processed. You will not receive an email notification if your registration has been processed. Otherwise, send an email to [TravelRegistry@umb.edu.to](mailto:TravelRegistry@umb.edu.to) determine status of your registration.

**D. High Risk Travel Review:** Travel to any ‘High Risk’ location (as defined below) requires High Risk Review (see Appendix A).

**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.

## Travel Approval: High Risk Destinations

### *High Risk Destinations*

High Risk Destinations comprise those countries currently subject to U.S. Department of State Travel Advisories of Level 3 or higher, in all or in part of the country. Level 2 Advisories may be considered high risk if within close proximity to a Level 3 and/or 4 area. UMass Boston may also apply the designation “High Risk” to locations that pose a specific health, safety or security concern as indicated by sources other than U.S. Department of State Travel Warnings, such as individual U.S. embassies or consulates, the Centers for Disease Control, insurers, or travel providers.

High risk travel requires submittal of registration and Safety Plan along with the High Risk Travel Petition Form at least **30 days before departure or upon notice of change** in State Department Travel Warning List status. Travelers should update their registration if any changes occur between the time they register and the time they depart.

Areas that are (1) a U.S. State Department Advisory Level 2 and in close proximity to higher level locations or (2) are a Level 3 are subject to review by the UMass Boston Travel Risk

Management Team. Travelers going to high risk areas may be required to consult with a member of the Travel Risk Management Team, an advisor from the U.S. State Department Overseas Security Advisory Council (OSAC), and/or the campus insurance advisor.

UMass Boston policy prohibits undergraduate student activities in countries for which a U.S. Department of State Travel Advisory Level 4 (Do Not Travel) is in effect. Level 3 destination registrations will be reviewed by the Travel Risk Management Team.

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 U.S. State Department Travel Advisory Level 4 area, and that it is possible to mitigate the risk. In these instances, an individual or group leader may seek a Petition for exceptions to the travel restriction.

Through thorough review by the Travel Risk Management Team, rare exceptions to allow travel to high risk destinations may be made.

<b>U.S. State Department Advisory Level</b>	<b>Travel Risk Management Team Review</b>	<b>High Risk Travel Petition Form</b>
<b>Level 2:</b> Exercise Increased Caution	Required if the location is in close proximity to areas that are Level 3 or higher	May be required, depending on the level of risk assessed by the Travel Risk Management Team
<b>Level 3:</b> Reconsider Travel	Required	Required
<b>Level 4:</b> Do Not Travel	Required	Required

*Petition for Exception to Travel Restrictions*

The petition process shall be used by individual graduate students or full-time faculty/staff members. Academic and administrative staff members are encouraged to employ this process when considering approval of individual or group travel to a high-risk destination.

1. Travelers should complete a [High-Risk Travel Petition Form](#) (available on the Travel Registry website). The petition for an exception to this policy should be submitted to the Travel Risk Management Team ([TravelRegistry@umb.edu](mailto:TravelRegistry@umb.edu)).
  - A. The High Risk Travel Petition Form **requires** a signature from the traveler’s Dean or Vice Chancellor indicating that they have approved the travel.
  - B. The High Risk Travel Petition Form must be submitted at least **30 days before departure or upon notice of change** in State Department Travel Warning List status.

2. After the appropriate forms are submitted, the Travel Risk Management Team will review your registration. The team will contact the registrant if more information is needed, and to let the traveler know if their high-risk travel has been processed.
3. A recommendation may be made to the Provost for final determination.

Successful petitioners may be required to undertake additional health, safety and security, precautions, schedule further training, sign special waivers, or acquire insurance coverage as a condition of approval.

Petitioners whose high-risk travel has been denied:

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

Travel Approval Guidelines are general in nature and may be altered or amended depending upon country specific activities.

### *Travel Approval Guidelines*

The Travel Risk Management Team is responsible for assessing the levels of risk inherent in countries or regions of the world to which UMass Boston students, faculty, and staff travel. Regions subject to review include, but are not limited to, those listed under the U.S. Department of State Travel Advisories that are above Level 1.

The Travel Risk Management Team may require approval for travel to locations that pose a specific health, safety or security concern as provided by sources other than the U.S. Department of State Travel Advisory list. Examples of such sources may include, but are not limited to, specific embassies/consulates, World Health Organization, Center for Disease Control, non-U.S. government authorities (e.g. Canadian or French authorities), UMass Boston authorities, and insurance and travel assistance providers.

In deciding to approve travel to a high-risk destination as described above, the Travel Risk Management Team, 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 Travel Risk Management Team and the Provost will collaborate on a decision to suspend and/or alter an international program prior to departure. Similarly, the Travel Risk Management Team 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.

- The Provost and/or Vice Chancellor for Administration and Finance may authorize or restrict UMass Boston travel to specific regions within a country on the U.S. State Department Advisory list or high-risk country/area.
- Decisions made by the Provost and/or Vice Chancellor for Administration and Finance on the authorization or restriction of UMass Boston travel are final.
- No UMass Boston student or employee shall be required to travel to specific regions within a high-risk country/area as defined above.

*Emergency Assistance*

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 Gallagher Global Assistance.

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 C).

In case of emergency, contact the numbers below.

UMass Travel Assistance Program (Gallagher)	1-866-693-6873 (Toll Free) 1-312-935-9242 (Direct Dial)	UMass Policy Number: ADDN10892508
UMass Boston Police Department	1-617-287-1212	

If you become ill or are injured while engaged in UMass Boston travel, call the University’s travel assistance insurance program, UMass Travel Assistance Program administered by Gallagher. Note that any case potentially requiring evacuation will be escalated to UMass and UMass Boston international assistance points of contact.

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: High Risk Review Process

Travel to high-risk locations is reviewed by the Travel Risk Management Team. Travelers will be required to complete a High Risk Travel Petition Form (Appendix C) to facilitate review. This form requires additional information about their itinerary (including specific details about: accommodations, ground transportation, day to day movements, language ability, etc.).

Typically, a high-risk location includes any country or regions subject to:

- A Level 3 ranking (or higher) issued by the U.S. State Department;
- A Level 2 or 3 Warning issued by the U.S. Centers for Disease Control and Prevention (CDC);
- A current travel alert from the U.S. State Department or flash alert from the CDC that advises against non-essential travel.

**High-Risk Destination Incident Response:** In the event of a major incident, UMass will reach out to share information and confirm well-being through the contact information provided in the traveler’s Safety Plan. 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 UMB traveler(s) may be required to return to UMB or their home location pending a determination that it is safe to return.

## Appendix B: Definitions

<p><b>International Emergency Response Team (IERT)</b></p>	<p>The <b>International Emergency Response Team (IERT)</b> at UMass Boston is a subcommittee of ITRASE. 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.</p>
<p><b>International Travel Risk Management and Safety Committee (ITRASE)</b></p>	<p>The <b>International Travel Risk Management and Safety Committee (ITRASE)</b> at UMass Boston is charged to establish, implement, and oversee protocols required for approving and supporting all of UMass Boston’s international travel risk management and safety programs. Establishment of ITRASE is part of a larger campus-wide effort to encourage and support active and increased levels of engagement and participation of faculty, staff, and students in international research and education abroad activities and programs, but to do so under managed and clear guidelines and protocols that reduce risk and protect the safety of all campus personnel while traveling abroad. The ITRASE Committee consists of members from the following groups:</p> <ul style="list-style-type: none"> <li>• Athletics Department</li> </ul>

	<ul style="list-style-type: none"> <li>• College of Education and Human Development</li> <li>• College of Liberal Arts</li> <li>• College of Management</li> <li>• College of Nursing</li> <li>• College of Science and Mathematics</li> <li>• Communications Office</li> <li>• Contracts and Compliance</li> <li>• Controller’s Office</li> <li>• Emergency Management</li> <li>• Environmental Health and Safety</li> <li>• Honors College</li> <li>• Human Resources</li> <li>• Information Technology</li> <li>• McCormack Graduate School</li> <li>• Office of Global Programs</li> <li>• Office of Research and Sponsored Programs</li> <li>• Office of the Provost</li> <li>• Public Safety</li> <li>• School for the Environment</li> <li>• Student Affairs</li> <li>• University Health Services</li> </ul>
<p><b>Travel Risk Management Team</b></p>	<p>The <b>Travel Risk Management Team</b> creates policy and procedure around international travel, and reviews and processes travel registrations and safety plans through the UMass Travel Registry. This team makes recommendations related to high risk travel to the Provost’s Office. The team consists of members from the following groups:</p> <ul style="list-style-type: none"> <li>• Office of Emergency Management</li> <li>• Contracts and Compliance</li> </ul>
<p><b>High Risk Destinations</b></p>	<p>Countries, regions and cities under current U.S. Department of State Travel Advisories of Level 3 or 4. UMass Boston may also apply the designation “High-Risk” to locations that pose a specific health, safety or security concern as indicated by sources other than U.S. Department of State Travel Advisories, such as individual UMass Boston U.S. embassies or consulates, the Centers for Disease Control, insurers, or travel providers.</p>
<p><b>Sponsoring Unit</b></p>	<p>A department, school, college, center, office or other University entity that organizes, approves or supports an overseas activity.</p>
<p><b>Conditions of Agreement-Release of Liability</b></p>	<p>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.</p>

<b>Safety Plans</b>	The safety plan templates (individual/group) are designed to help international travelers prepare mitigation strategies for health, safety, and security risks.
<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 C: Related Resources

### Related Documents

- [University Travel Policy \(CON-002\)](#)
- International Emergency Response Plan

### Additional Resources

- [High Risk Travel Petition Form](#)
- [Pre-Departure Checklist for Students](#)
- [Pre-Departure Checklist for Faculty/Staff](#)
- [Office of Global Programs](#)
- [University Health Services](#)
  - The [TravelWell](#) clinic, located at University Health Services, UMass Boston, provides planning for short-term, long-term, pleasure, and corporate travel
  - TravelWell services are open to students, faculty, and staff
  - The TravelWell program provides comprehensive pre-travel consultation to maximize your health during international travel at very affordable rates
  - To make a TravelWell appointment, contact the University Health Services Department of General Medicine at 617.287.5660.
- [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