

International Travel Safety and Insurance Rule 3-030D



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Summary:

No substantive changes to Rule.

Primary purpose to clarify language so Rule better describes current University process.

Specific proposed changes to Rule 3-030D include:

- Rule better describes the current University practice & process
 - Aligned rule to IPC specifications on grammar and format
 - Aligned rule to current Travel & Reimbursement and OGE Risk Management practices
- Clarification of process to improve University compliance on travel insurance enrollment and International Travel Registry registration
- Standing up and delineating purpose of Global Travel Oversight Committee:
 - Advisory role: review international travel systems and processes and recommend improvements
 - Advisory role: advise president on suspensions of international travel to specific destination(s)
 - Review of travel to High-Risk Destinations
- Worked to clarify what is and isn't included in "University-related International Travel"
- Defined "High-Risk Destinations" to mean high, severe, and extreme risk levels as determined by the Office of Global Engagement based upon risk assessment analysis organizations and providers
- Edited and shortened superfluous sections like DOS Travel Advisories, CDC Travel Health Notices, STEP registration, etc. (throughout)

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Continued:

- Re-arranged section III. Rule (body) to bring the most pertinent information to the beginning of the document
 - The first and second headers clarifies for travelers what happens automatically and what steps they must complete
 - Clarifies that personal travel, dependent travel, and dependent insurance costs are not eligible for reimbursement by the University and that alternative insurance enrollment and coverages (outside of the University Health and Emergency Evacuation Insurance plan) are not reimbursable
 - Works to clarify what reimbursement exceptions are allowable by cognizant VPS to be issued only in usual circumstances like an exigent travel need or to help educate University members to be in compliance with this rule
- Less immediately pertinent information is re-arranged into the following subsequent headers:
 - C. Fees Assessed by the Office of Global Engagement
 - D. Other Considerations for International Travel
 - E. Global Travel Oversight Committee (GTOC)
 - F. Advance Approval of Travel to High-Risk Destinations
 - G. Suspension of University-related International Travel