

Current Policy

Proposed Policy

**9510.10 International Travel (current full text)**

- Since the University Center for International Education (UCIE) has direct access to an emergency medical, evacuation, and repatriation travel insurance and related information, the UCIE must be notified in writing of any international travel prior to departure. This insurance is available at no cost to all faculty, staff, and students who travel abroad on university business or a Wright State sponsored program. An insurance card will be given to travelers by the UCIE prior to departure. Access to an insurance representative will be available 24 hours a day, 7 days a week anywhere in the world in the case of emergency. Access to clinics, prescriptions, and evacuation and repatriation are also available through this coverage. Through proper insurance registration, travelers will automatically be registered with the local United States Consulate, as recommended by the United States Department of State.

With respect to 9510.10a, any payments made to, or on the behalf of, the traveler which exceeds the limit of insurance coverage or are given as an emergency cash advance are to be fully reimbursed to Wright State.

- Anyone participating in an education abroad program (i.e., traditional study abroad, exchange programs, internships abroad, or international service learning) must attend the UCIE's Pre-Departure Orientation prior to travel. This includes any faculty or staff member who will be supervising the trip.

Additional international health insurance must be purchased for any student, faculty, or staff member participating on a Wright State education abroad program.

**9510.10 International Travel (proposed full text)**

a. Travel Registration

All faculty, staff, and students who plan to travel abroad to participate in a university-affiliated activity or official university business including but not limited to traditional study abroad, exchange programs, internships abroad, international service learning, university courses and university research, are required to contact the University Center for International Education (UCIE) and complete the registration process in advance of finalizing travel arrangements. Where applicable, the registration process includes completing the WSU Education Abroad Application and the UCIE's Pre-Departure Orientation as well as providing all releases, authorizations and waivers, intended itinerary, emergency contact information, and obtaining travel insurance.

b. Travel Assistance

All international travelers are required to obtain International SOS travel assistance. International SOS travel benefits include access to medical clinics, emergency evacuation services, repatriation services and 24/7 access to a service representative from anywhere in the world. As a further precaution, individual travelers are encouraged to enroll in the [U.S. Department of State STEP Program](#).

With respect to 9510.10b, any payments made to, or on the behalf of, the traveler which exceeds the limit of insurance coverage or are given as an emergency cash advance are to be fully reimbursed to Wright State.

c. Health Insurance

All travelers are required to have proof of international health coverage. Travelers who already have a health insurance plan are encouraged to check their plan for coverage while traveling abroad.

### Current Policy

- Travel to countries with a United States Department of State "travel warning" must be approved by the Office of the Provost prior to departure.
- ALL federally funded travel must comply with the Federal Travel Regulation, and the U.S. Fly American Act found at <http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1088896>; a United States flag carrier MUST be used for this travel. Therefore, all foreign travel on grants must be approved in advance by The Office of Research and Sponsored Programs (RSP). Use Banner account code 746900 to complete the FOAP on all Travel Authorization (TA) forms and submit the TA to RSP for approval with the flight itinerary. Upon returning from the foreign travel, the Travel Expense Report must be approved again by RSP.

### Proposed Policy

d. Compliance with laws, regulations and policies governing foreign travel

1. The [U.S. Department of State, Bureau of Consular Affairs maintains a website](#) that posts current travel alerts and warnings. The [Centers for Disease Control and Prevention](#) (CDC) also posts travel health notices to inform travels about current health issues, like disease outbreaks, special events or gatherings, and natural disasters in specific international destinations.

University faculty, staff and student travelers are advised to check these websites for these advisories and exercise appropriate caution when traveling to any areas that have been issued alerts. WSU faculty, staff, and students participating in a university affiliated activity or official university business are prohibited from traveling to locations where a U.S. Dept. of State warning level 3 or 4 and/or where a CDC Travel Health Warning Level 3 is in effect, except with prior written approval from the Provost.

2. Faculty, staff and students must determine if export control and trade regulations apply to their travel. Travel to and conduct of business in certain countries identified by the [US Dept. of the Treasury, Office of Foreign Assets Control \(OFAC\)](#) will be restricted until appropriate government authorization is received. This process could take up to 6 months or more. See OFAC's website for current information or contact Wright State's export compliance officer at [exportcompliance@wright.edu](mailto:exportcompliance@wright.edu).

3. All federally funded travel must comply with the [Federal Travel Regulation](#) which enumerates travel and relocation policy for all Title 5 Executive Agency employees and the [Fly America Act or 49 U.S.C. 40118](#) which requires Federal travelers to use a United States air carrier service for all air travel and cargo transportation services funded by the United States Government. All foreign travel on grants must be approved in advance by The Office of Research and Sponsored Programs

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	<p>(RSP). Use Banner account code 746900 to complete the FOAP on all Travel Authorization (TA) forms and submit the TA to RSP for approval with the flight itinerary. Upon returning from the foreign travel, the Travel Expense Report must be approved again by RSP before being submitted to Accounts Payable.</p>
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