Saint Leo University International Travel Policy

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Responsible University Office: Academic Affairs

SCOPE

This policy will apply to all organizational units within Saint Leo University (SLU), and will be acknowledged and adhered to by all SLU administrators, faculty, staff and students who plan to travel on a SLU sponsored international trip.

POLICY STATEMENT

While the University supports international travel by faculty, staff and students, it also recognizes the risks associated with travel abroad. Therefore, travel must be authorized. An individual SLU employee or student has permission to travel internationally on SLU sponsorship only when they receive an official “Cleared for Departure” approval from his/her department Vice President or the President. Further instructions for submitting and receiving a “Cleared for Departure” approval will be explained on the SLU international application. Without this clearance, a participant does not have SLU’s permission. The University also reserves the right to deny or cancel a university sponsored trip due to substantial risk, or if the policy, application process, or registration trip procedures are not followed.

REASON FOR POLICY

Traveling internationally may pose significant safety risks. Traveling on a SLU sponsored trip implicates SLU in the decision to travel. The intent of this policy is to safeguard the well-being of SLU students, faculty and staff going abroad and to clarify the process for granting permission to travel internationally.

SANCTIONS

The University will not support travel that takes place without approval of the application or i-Jet World Aware trip registration process. In addition SLU funds may not be released or reimbursements provided and the trip may be immediately canceled.

For a student, her/his academic status with the university is at risk if a student travels without being “cleared for departure” from the department Committee or Department Chair.

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DEFINITIONS

Cleared for Departure – status given after completion of SLU requirements – obtained only through your department Vice President or University President.

SLU Sponsored Trip – An international trip is considered an SLU sponsored if it meets any of these criteria:

1. Any of the trip expenses are being billed to or reimbursed by an SLU account
2. Academic credit is being awarded as a direct result of participation (i.e., the travel is an essential element of an academic course).
3. The trip is advertised or associated with SLU class syllabus, posters, newsbytes, websites or SLU social media
4. The trip sponsor and/or the majority of participants are SLU employees or students and there is a reasonable expectation the trip would be perceived as sponsored by SLU.

REFERENCES

• Saint Leo Travel Abroad Resources is where all travelers apply and/or obtain trip applications, assumption of risk and release forms and access to the Saint Leo Trip Registration instructions. The SLU trip registration instructions may change, so review the instructions for updates before each trip. Participants must complete the most current World Aware registration trip registration process after their international trip application has been approved by the department VP or President, or risk cancellation of the trip.

• i-Jet WorldAware – The purpose of SLU’s i-Jet World Aware Program is to provide an effective standard of care for its faculty, staff and students when they travel internationally. It consists of an informational website and a crisis management center that is engaged 24/7, interfaces with a group international health and accident policy, and has an ability to respond to extraordinary situations.

• i-Jet World Aware Watch List – Country Risk Ratings rated 1-5 by international country. NOTE: use code “FICURMA” to access the watch list.
POLICY PROCEDURES AND DETAILS

Please see: Faculty Led Study Abroad Flow Chart, SERVE Flow Chart, Other University Travel flow chart (hyperlinks pending)

Further instructions may be explained on the SLU international application and/or at Saint Leo Travel Abroad Resources and/or in the PDC online workshop (course being developed-hyperlink pending).

Assessing International Travel Risks

WorldAware regularly assesses countries (called a “Country Rating”), assigning them a risk value of 1-5. (1=Negligible Risk; 2=Low Risk; 3=Medium Risk; 4=High Risk; 5=Severe Risk)

Granting Permission to Travel

SLU has adopted a policy that there will be no approved travel to risk 4 or 5 countries without written approval from the President. Trips to countries rated level 1 to 3 must be approved by your department Vice President. Further instructions for submitting and receiving a “Cleared for Departure” approval will be explained on the SLU international application.

Revoking Permission to Travel

If a country’s risk rating is changed from a 1, 2 or 3 to a 4 or 5 after travel permission was granted then permission to travel is automatically revoked by SLU pending written appeal to the President. An individual may appeal a revocation by a written appeal (with justifications) to the President up to 96 hours before departure.

Financial Repercussions from a Revocation of Permission to Travel

For faculty or employees, SLU will cover agreed budgeted expenses for the trip unless the trip was canceled for not following policy and procedures.

If the rating increases from a moderate 1, 2, or 3 to high risk, 4 or 5 then SLU will first make reasonable efforts to redirect students, faculty, and staff to other locations and/or to assist with any additional financial costs. If another destination is not feasible, SLU will reimburse only the travel expenses that have been incurred as of that date. Proof of those incurred expenses paid will be required.
Responsibility of Trip Leaders (list is not inclusive):

- Ensure that all policy, application, and trip registration procedures are followed
- Inform all participants if the trip has changed to an un-approved level 4 or 5.
- Ensure the Country Risk Rating is checked for changes before applying for a trip and after a trip is approved.
- Confirm at least 1 additional SLU staff or faculty member will accompany each trip.
- Ensure workshops are recorded (trip destination, time and date) and attended by trip participants at least 1 week before departure.
- Document that liability forms are completed, collected and stored from all student participants. Documents must be stored for 4 complete years by Trip Leaders.
- Ensure that trip participants have read and understand the Emergency protocol procedures.

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