



UMBC POLICY ON INTERNATIONAL TRAVEL
UMBC Policy #VIII-11.00.02

I. POLICY STATEMENT

This policy on international travel is intended to enable UMBC to adequately assess and mitigate risks to the health, safety and security of University Travelers. The policy defines the conditions under which students, faculty and staff must register their university-affiliated travel outside of the United States.

II. PURPOSE FOR POLICY

UMBC recognizes and supports the international expertise of its faculty and staff, the importance of research beyond borders, and the obligation to provide its students with opportunities to develop global, international and intercultural competencies. This policy establishes standards and provides resources to assist students, faculty, and staff in preparing for safe and successful international travel.

III. APPLICABILITY AND IMPACT STATEMENT

This policy addresses UMBC students, faculty, staff and others traveling abroad related to university-approved activities and programs.

IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following office:

Subject	Contact	Telephone
Policy Clarification	Associate Vice Provost for International Education	410-455-2624

V. UNIVERSITY POLICY

In addition to all other required academic and administrative approvals, all University Travelers participating in university-sponsored international travel must adhere to the following:

A. International Travel Registry:

All University Travelers, whether participating in individual or group travel, must register their travel plans in the UMBC International Travel Registry. This will ensure the travelers are enrolled in UMBC's international travel insurance policy and assist University officials to locate and communicate with impacted University Travelers in the event of an emergency or crisis.

B. Travel to Territories Subject to Elevated Travel Advisories:

Any international travel proposed to or through any territory for which a U.S. Department of State Travel Advisory (Level 3 or 4), or a Centers for Disease Control and Prevention Warning Level 3 is in effect, must be reviewed and approved in advance of travel by the Campus International Travel Review Committee.

Even in the absence of an elevated Travel Advisory, any University Traveler or Group of University Travelers may be required to seek approval from the Campus International Travel Review Committee if there appears to be substantial potential risk due to insurance exclusions or other concerns.

C. Education Abroad:

All university-organized Education Abroad Programs must be registered with the Office of International Education Services and approved by the University in advance of international travel.

D. Unaffiliated Travelers:

The University Traveler who is hosting and requesting the Unaffiliated Traveler to accompany the university-sponsored international travel is responsible for providing a completed Unaffiliated Traveler Form to the Office of International Education Services for review by the Campus International Travel Review Committee. Failure to obtain pre-travel approval may prohibit Unaffiliated Traveler participation and jeopardize the University Traveler's participation.

E. International Travel by Minors:

Any minor proposed to participate in university-sponsored international travel must be approved by the Campus International Travel Review Committee. A minor is any person under the age of 18.

Failure to comply with this Policy and its requirements may subject the University Traveler to UMBC discipline, loss of UMBC sponsorship or support (financial and administrative) for the Travel, and loss of privileges or rights granted to University Travelers as a result of their UMBC student, faculty, staff or other participant status.

F. Documentation: None.

VI. DEFINITIONS

Education Abroad Program	Any course or program enrolled in by a student in which the student travels to an international location for educational purposes as part of the course or program.
Responsible Administrator	Associate Vice Provost for International Education
Responsible Department or Office	International Education Services

University International Travel	<p>Travel outside the United States organized, sponsored or supported, in part or in whole, by the University or a unit thereof, regardless of whether offered for credit or not. Travel by University Travelers includes but is not limited to:</p> <ul style="list-style-type: none"> • Research, teaching, sabbaticals, conferences, study abroad, internships, recruitment, practica, student teaching, community or university outreach, competitions, Group International Travel and travel conducted by a registered University Unit, regardless of program duration.
University Traveler	<p>UMBC students, faculty, staff or other participants (e.g., UMBC alumni, students from other universities, supplemental chaperone(s), high school students, or other non-student participants) undertaking international travel through a University-sponsored program, whether funded in part or in whole by the University, and regardless of full or part-time status of participant.</p>

VII. APPROVAL AND PROCEDURES

- A. In addition to the requirements outlined in UMBC VIII-11.00.01 Travel Policy and Procedures, pre-approval is required by the Campus International Travel Review Committee for any international travel proposed to or through any territory for which a U.S. Department of State Travel Advisory (Level 3 or 4) or a Centers for Disease Control and Prevention Warning Level 3 is in effect.

University Travelers intending to have unaffiliated travelers or minor accompany them on University-Sponsored Internal Travel must secure approval by the Campus International Travel Review Committee is required for unaffiliated travelers.

- B. Procedures: Applicable procedures are available for review at <https://studyabroad.umbc.edu/international-health-safety-security/>

VIII. DOCUMENTATION: *None*

IX. RESTRICTIONS AND EXCLUSIONS: *None*

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

[USM VIII-11.00 Policy on University System Travel](#)

[UMBC VIII-11.10.01 Travel Policy and Procedures](#)

Administrator Use Only

Policy Number: VIII-11.00.02

Policy Section: Fiscal and Business Affairs

Responsible Administrator: Associate Vice Provost for International Education

Responsible Office: International Education Services

Approved by President: 8/13/20 _____ **[date(s)]**

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