

**Effective:** December 6, 2021

## University Policy INTERNATIONAL TRAVEL

**Approved:**  
December 6, 2021, Cabinet

International travel is an integral part of the academic and scholarship mission of Millersville University (MU). The University broadly encourages and supports international travel by its campus stakeholders to enhance the learning, research, and teaching experiences for the MU community. The definition of Millersville University-Related International Travel (MU-RIT) applies to all faculty, staff, students, companions and dependents, volunteers, and others traveling abroad as part of MU-RIT; it does not apply to personal travel.

This policy seeks to:

- Ensure the health, safety, and security of members of the MU community undertaking international travel.
- Enable consistent planning, operation, and response among widely varied academic units and activities.
- Provide for quick and consistent institutional support for MU's global activities in the event of an emergency or crisis.
- Reduce risk to international travelers and the institution.
- Connect University travelers with appropriate resources and support.

**Millersville University-Related International Travel (MU-RIT):** International travel is considered MU-RIT if one or more of the following applies:

- Travel is sponsored, arranged, endorsed, promoted, or administered by the university, or by university faculty or staff members.<sup>1</sup>
- Travel is part of the course and scope of employment or study at MU.
- Travel is financed, in full or part, through MU funding, scholarships, or sponsorship.
- Travel is directly related to a university-sponsored grant or contract.

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<sup>1</sup> Faculty and staff must consult the Office of International Programs and Services (IPS) prior to developing a study abroad program or international activity. Faculty and staff must refrain from sharing unsolicited opportunities from international travel and study companies and inviting unapproved travel/study/volunteer abroad companies to campus.

- Travel is credit-bearing, or the travel is necessary for meeting a course or degree requirement, or for research activities at MU.
- Travel is undertaken by a registered student organization affiliated with or representing MU.

**Study Abroad:** All participants engaging in MU-RIT must receive approval from the Office of International Programs and Services (IPS). This includes, but is not limited to, travel related to academic courses, international field placements or internships, research, independent study and/or individualized instruction, and service learning and volunteer experiences related to the institution.

**Participant Eligibility Criteria:**

- Students must have completed a minimum of 24 credits prior to departure. Students may submit their application for the upcoming study abroad term during the semester in which they complete the minimum credit requirements. **This criterion does not apply to MU Abroad Programs or students traveling via the International Travel Registry.**
- Students must have a cumulative GPA of 2.0 at the time of application and maintain the required GPA prior to departure.
- Students must be in good conduct standing. The opportunity to participate may be denied based on conduct standing at MU as defined in the Student Conduct and Community Standards Handbook. Conduct standing will be evaluated at the time of an initial application or travel registration and monitored before departure until the student returns from their experience abroad. Any incidents while abroad that violate MU's Conduct and Community Standards will be handled by the Office of Student Conduct & Community Standards. Note: A suspension from MU encompasses all university activities, which includes MU-RIT.
- Non-student participants must complete the paperwork to be a Volunteer In Service which requires a background check through MU Human Resources. Results of the background check should be submitted to IPS prior to travel.
- All participants must pay all applicable fees and charges.
- All participants must obtain international health and repatriation insurance through the IPS-recommended international insurance provider or provide an individual plan with equivalent coverage.
- All participants must successfully complete the pre-departure process after approval is granted by IPS. For those who do not complete the pre-departure process, the office reserves the right to revoke their program approval.

IPS professional staff review the submitted material of all program applicants and reserves the right to deny acceptance to participants who do not meet the eligibility criteria. If a participant is denied, they will have the opportunity to appeal the decision with IPS.

**MU Abroad Programs (MAPS):** MAPS include, but are not limited to, group travel including academic courses, research, or service learning and volunteer experiences related to the institution and must receive approval by the IPS.

**Program Leaders (PL):** Employees that develop MAPS are known as a Program Leaders. A Primary PL oversees many aspects of the program beyond preparing the academic content. Responsibilities include, but are not limited to, overall program development, budget and finance, travel logistics, marketing and recruitment, and crisis and risk management. A Secondary PL is recommended for all MAPS and are required for groups over 15 participants.

**Program Leader (PL) Eligibility Criteria:**

- PLs must be approved to lead a MAPS by management through the appropriate reporting line during the proposal review.
- PLs must adhere to all stated expectations and responsibilities.
- In the case that a Secondary PL is not a current MU employee, the PL must be at least 21 years old and must adhere to the Volunteer In-Service Appointments policy.

**MU Abroad Program Approval:** Primary PLs must work with IPS to submit a MAPS proposal by the stated deadlines. There will be several opportunities to provide revisions to the proposal. MU reserves the right to reject proposals that do not meet the minimum quality standards as outlined by IPS. Non-IPS publication of program information and marketing, and acceptance of payments for MAPS are not permitted until the proposal is approved.

**International Travel Registry:** A system managed by the IPS to record important information regarding the international activities of campus stakeholders. All faculty, staff, students, companions and dependents, volunteers, and others traveling abroad as part of MU-RIT, not covered under the Study Abroad and MU Abroad Programs policies<sup>2</sup>, are required to complete a Travel Registry prior to departure. Travel registration is not required for personal travel.

The International Travel Registry is not a travel approval process and it is meant to record important data to support MU travelers in the following ways:

- **Emergency and Crisis Communications:** The travel registry is MU's official means for sharing urgent health, safety, and security related information for those traveling abroad.
- **Emergency and Crisis Assistance:** The travel registry enables IPS to reach travelers in the event of emergency and crisis situations. If travelers experience an emergency or crisis abroad, they will have 24/7 access to assistance through IPS.
- **Promotion of International Activity:** The travel registry allows the accurate reporting of campus-wide international activity regarding international collaboration, research, grants, partnership development, conference activities, etc.

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<sup>2</sup> If MU students are traveling with an employee during MU-RIT, a Travel Registry will be completed by travelers only if there are no scheduled activities or excursions outside of the main purpose of the trip. If additional activities are scheduled and included, the trip would be considered a MAPS: MU Abroad Program and participants would complete an application.

- **International Health Insurance Tracking:** Those travelling abroad are required to have international health, evacuation, and repatriation insurance coverage. Travelers may obtain international health and travel insurance through the IPS-recommended provider plan.

**High-Risk and Restricted Destinations:** MU will conduct ongoing reviews of travel destinations that present particular risk to faculty, staff, and students based on guidance provided by the Department of State. The IPS is initially responsible for determining the risk designation for each location. Faculty, staff, and students who desire to travel to or through a region assessed as “High-Risk” or “Restricted” must seek an exception by contacting IPS to submit a petition. The final decision will be informed by recommendations from the International Crisis Management Team (ICMT). Recommendations will consider health, safety, and security factors of the destination, as well as the availability of health and evacuation support.

**High-Risk Destinations:** Under the following conditions, travel is unadvisable due to significant health, safety, or security risks.

- Countries under U.S. Department of State Travel Advisory level 3 “Reconsider travel” or regions/provinces within a country that contain the language “Reconsider travel” within the narrative of any levels 1-3.
- Countries under Centers for Disease Control & Prevention Alert level 2 “Practice Enhanced Precautions”.
- Sanctioned Countries: Countries subject to United States trade or economic restrictions administered by the U.S. Office of Foreign Assets Control, based on United States economic and national security interests.
- MU may additionally apply “High-Risk Destination” to other locations that may pose a health, safety, or security concern as indicated by other primary sources, such as local governments, professional organizations, MU’s international partners, insurance providers, and other travel providers.

**Restricted Destination:** Under the following conditions, MU-RIT is generally prohibited due to extreme health, safety, or security risks.

- Countries under current U.S. Department of State Travel Advisory level 4 “Do not travel”, or regions/provinces within a country that contain the language “Do not travel” within the narrative of any levels 1-4.
- Locations under Centers for Disease Control Warnings level 3 “Avoid nonessential travel”.
- MU may additionally apply “Restricted Destination” to other locations that pose an extreme health, safety, or security concern as indicated by other sources, such as local governments, professional organizations, MU’s international partners, insurance providers, and other travel providers.

**Students:** Those traveling abroad as part of MU-RIT, must seek the permission of the IPS for travel to “High-Risk” or “Restricted” destinations following the established IPS timeline. All student MU-RIT to these destinations must occur under an ICMT-approved safety plan. Student and other participant travelers will be required to sign a “High-Risk Destination Waiver” as part of their travel registration.

**Faculty and Staff:** The University recognizes that when conducting research, teaching, or performing public service on a global level, opportunities will arise for faculty and staff to travel to countries that are designated as “High-Risk” or “Restricted”, or to countries where other hazardous conditions, such as a disease outbreak, may exist. The University does not generally prohibit such travel, but does endeavor to balance the risks of travel against the value and necessity of the travel. Those intending to conduct research, teach, or provide public service in high-risk destinations must submit a safety plan to the ICMT following the established IPS timeline.

**All Travelers:** The University may alert travelers and impose additional requirements for those seeking to travel to destinations where risks are determined to be significant and require unusual caution and risk mitigation strategies. For example, travel to destinations experiencing serious outbreaks of infectious disease, war, or violent civil unrest, may be temporarily prohibited. Faculty, staff, and students may be evacuated from these destinations if deemed necessary and safe to do so.

If travelers are abroad when a location is designated as “Restricted”, they may be required to relocate or return from these destinations if deemed necessary and safe to do so. Considerations for travel to restricted destinations will be given to those returning to their home countries, and these requests will be reviewed by the ICMT.

**Dependents and Companions Abroad:** This guidance recognizes that students, faculty, and staff may at times have reasons for a dependent or companion to accompany them on MU-RIT. A dependent is defined as their spouse, other qualifying adult, and/or child(ren) as defined by PASSHE HR. A companion is another adult not affiliated with MU.

- During the initial planning process, the IPS must be fully informed of all accompanying dependents or companions on MU-RIT where MU students or minors are present so that they are included in the registry.
- Dependents and companions are responsible for all program and travel expenses.
- Dependents and companions over 18 will be appointed as Volunteers in Service and undergo appropriate background checks.
- Dependents and companions are not guaranteed group discounts due to possible restrictions related to age limits or student-only prices or discounts.
- A Program Charge for a MU Abroad Program cannot include expenses for accompanying dependents and companions unless they are designated as the Secondary Program Leader.
- The presence of a dependent or companion must not negatively impact or interfere with the study abroad program in any way.

**Export Control:** The United States Government has established laws and implemented regulations and guidelines to restrict, prevent and/or inhibit access to certain information, materials, equipment, services and/or financial resources by or for the benefit of unauthorized foreign nationals. These laws, regulations and guidelines are often collectively referred to as Export Controls. Certain activities conducted on campus and

abroad create the potential for direct and/or indirect violation of such laws, regulations, and guidelines.

It is the policy of MU that employees and MU-related community members, including visiting scholars, students, and all other persons retained by or working at the University, hereafter known as University Persons, comply with all U.S. laws, regulations, and guidelines as they relate to the export of goods, information, financial resources, or services. University Persons may not engage in any of the following potentially export controlled activities, unless authorized in advance:

- Engage in any action, activity or conduct prohibited by the Export Administration Regulation (EAR), the International Traffic in Arms Regulation (ITAR) or the Office of Foreign Asset Controls (OFAC) regulations, or any other government agency regulations or guidelines designated for the enforcement of applicable export laws.
- Transfer, release, or provide access to any controlled item listed on the Commerce Control List (CCL) or United States Munitions List (USML), including, but not limited to, any controlled technology and technical data, to any Foreign Person without the prior review and written approval of the Office of the Provost.
- Undertake any Foreign Transaction in association with any Embargoed Destination or Restricted Party/Person without the prior review and written approval by the Office of the Provost.
- MU-RIT and study abroad participants working with or having access to export-controlled data, information, materials, and equipment are required to be familiar with and fulfill the requirements of the U.S. Export Control laws and regulations. This includes use of MU issued laptops, iPads, and cell phones. This information will be provided by the Export Control Officer.

The Associate Vice President for Grants, Sponsored Programs, and Research will serve as the Export Control Officer responsible for the review and approval/mitigation of export-related disclosure.