

International Travel Policy and Procedures

Overview

- This policy requires individuals subject to it to register their travel abroad. Ideally, travel should be registered at least 30 days in advance.
- Based on information provided through the registration process, the Office of Research Compliance, Integrity, and Safety will ensure that travelers are aware of potential export control concerns and develop strategies for mitigating those concerns, if any exist.
- Except in cases in which travel involves visiting travel advisory (level 3 or 4) countries registration does not require receipt of approval.
- The registration process is quick and easy; however, individuals planning travel to a country or sub-division of a country with a travel advisory (level 3 or 4) are required to upload additional information through the registration process.

Purpose

Northern Illinois University recognizes that achievement of the institutional mission requires nurturing development of global perspectives. NIU encourages international travel to support research, study, institutional collaborations, volunteerism, and other activities.

Through this policy, the University strives to mitigate potential risks to students, employees and volunteers who travel abroad; it seeks to do so without undermining the benefits of travel outside the United States. The University also seeks to ensure individual and institutional compliance with relevant regulations and laws.

Compliance with the policy improves risk mitigation for travelers while abroad and ensures that individuals and the University comply with relevant regulations and laws.

Scope

This policy applies to all NIU faculty, staff, students, and volunteers traveling internationally, if that travel is subject to the policy. Individuals who participate in NIU-approved Study Abroad credit-bearing programs are not subject to this policy, as they register their travel through the Study Abroad office.

Individual travelers are responsible for complying with this policy; faculty/staff who lead group travel outside the scope of Study Abroad programming are responsible for ensuring that all participants comply with this policy; hiring units authorizing University-related travel are responsible for informing travelers of this policy and for facilitating compliance by individuals as appropriate.

Generally, all travelers should monitor and observe U.S. Department of State Travel advisories, Public Announcements, and Consular Information Sheets (<https://travel.state.gov/content/passports/en/country.html>), as well as Centers for Disease Control and Prevention Travel Alerts, Travel Advisories, and Notices (<https://wwwnc.cdc.gov/travel/notices> and <http://www.who.int/en>). In addition, travel advisories, restrictions, or advisories issued by U.S. Homeland Security (via the National Terrorism Advisory System) and the U.S. Department of Agriculture (<http://www.aphis.usda.gov/travel>) should be monitored and followed.

Travel Subject to the International Travel Policy

International travel that meets *any* of the following conditions must be registered in advance of the planned travel:

- The traveler will receive reimbursement in whole or part through an NIU fund source, including funds secured through any NIU foundation or through a contract or grant administered by NIU;
- The traveler will transport abroad any NIU-owned property;
- The travel is organized by a member of the NIU faculty, staff, or volunteer for purposes related to NIU business, and it falls outside the scope of Study Abroad programming;
- The travel is organized by an NIU-recognized student organization, including any student group that has an adviser who is an NIU employee, provided that NIU has fiduciary responsibility for the organization;
- The travel is organized by the NIU Foundation, NIU Athletics, NIU Alumni Association or a similar university-related organization for the purpose of furthering the mission of NIU;
- The traveler will represent NIU on site;
- Travelers, sponsors, coordinators, or advisors for the travel raised funds to support the travel on campus or acted as agents of NIU when securing funds.

Failure to comply with this policy *may* jeopardize:

- Reimbursement for travel expenses, if eligible;
- Receipt of NIU academic, research, or internship credit/experience, if eligible;
- University assistance in the event of an emergency while abroad; and
- Compliance with NIU policy and federal law.

Definitions

International Travel. In this policy “international travel” refers to travel to destinations outside the fifty states of the U.S. and the District of Columbia.

Travel advisory Areas. In this policy, a country or sub-division of a country will be designated a travel advisory area, if any of the following apply:

- The U.S. Department of State has assigned a country or sub-division of a country a travel advisory;
- The Center for Disease Control has issued a notice to avoid nonessential travel to a country or sub-division of a country;
- The Office of the Provost, upon the recommendation of the **International Travel Safety Committee**, has prohibited travel to a country or sub-division of a country by NIU travelers subjects to this policy.

Export Control. For purposes of this policy, “export control” shall mean the taking, sending, or sharing of any export controlled commodities, technology, technical data, information, or software outside of the U.S. and also includes “deemed exports” (i.e., the disclosure, transfer or transmission through visual, oral, or written means, any export-controlled item or information to unauthorized persons, whether in

the U.S. or abroad). “Export control” also includes travel by U.S. persons (as defined by applicable laws) to nations subject to U.S. embargoes or sanctions. Generally, Federal regulations governing export controls arise for one or more of the following reasons:

- The nature of the export has a military application or is subject to economic protection;
- The U.S. government is concerned about the country, organization, or individual receiving the technology or information; and
- The end use, or the end user, of the export is of concern to the U.S. government.

Policy

1. Action Required in Advance of International Travel

All travelers subject to this policy must register their travel in accordance with the **Procedures for Registering International Travel** section below. Registering travel is separate and distinct from securing budgetary authorization for reimbursement of travel costs. All international travelers subject to this policy should initiate the travel registration process at least 30 days in advance of travel.

2. Action Required to Comply with Export Control Laws

- Laptop Computers, Other Equipment, and Intellectual Property:** All NIU travelers subject to this policy should initiate travel registration at least 30 days in advance of departure to ensure compliance with Federal export control regulations. International travelers intending to go abroad with software, information (data, technology, schematics, etc.) equipment (including NIU laptops, cell phones, etc.), or services (including conference presentations) are assessed by the Office of Research Compliance, Integrity, and Safety (ORCIS) through the registration process. Certain technology and intellectual property that travelers plan to take abroad may require that the traveler obtain a license to do so; obtaining a license can take more than 6 months. Travelers who know or suspect that they may need a license should consult with ORCIS no less than 6 months in advance of their travel.
- Travel to Sanctioned or Embargoed Countries:** If a traveler proposes to go to countries or areas subject to sanctions or embargoes, including at present Cuba, Iran, North Korea, Sudan, and Syria, the traveler must coordinate planning through ORCIS. ORCIS maintains an up-to-date list of sanctioned or embargoed countries. All NIU employees, regardless of the purpose of any travel to a sanctioned or embargoed country, may be required to obtain a license from U.S. government agency *in advance* of registering their travel.

3. Additional Action Required when Traveling to Level 3 or 4 Advisory Area

a. General

- No NIU student or employee will be required to travel to a level 3 or 4 travel advisory area.
- The Executive Vice President and Provost may through a University-wide communication prohibit NIU travel to a travel advisory area.

- No travel subject to this policy may be undertaken to a country or area with a level 3 or 4 travel advisory without prior review by the **International Travel Safety Committee** and approval by the Executive Vice President and Provost.
- b. **Traveling to Travel Advisory Areas, Levels 3 and 4:** In addition to other any other required travel authorization, anyone subject to this policy and intending to visit a travel advisory country/area (levels 3 or 4) must submit supplemental information through the travel registration process that characterizes travel risks, justifies the travel necessity to their work or study, acknowledges additional risks of travel, and documents plans for mitigating risks. Plans for mitigating risks should minimally include registration with the Department of State's Smart Traveler Enrollment Program (STEP), registration with an in-country U.S. consulate, development of a plan for emergency evacuation, and other appropriate mitigation strategies. Supplemental approval of travel to advisory areas (levels 3 and 4) must be obtained from the chair/director of a student traveler's major department(s). All approvals must be documented through the travel registration process. The **International Travel Safety Committee** will make a recommendation to approve or deny the request to travel to the Executive Vice President and Provost, who has the final authority for deciding if the travel will be permitted.
- c. **Special Consideration for Students Traveling to a Level 3 or 4 Travel Advisory Area as Part of Study Abroad:** Although Study Abroad students are not required to register their travel through this policy, any Study Abroad student traveling to a level 3 or 4 travel advisory area is required to secure approval to do so as described in in 3.b above. The Study Abroad Office will coordinate receipt of additional materials and presentation to the International Travel Safety Committee, as well as all communication with the student.

4. **Right to Modify, Suspend or Cancel Travel**

The University reserves the right to modify, suspend, or cancel any travel, prior to departure or in progress, if changed facts or circumstances lead the University to conclude that participation (or continued participation) in the program or travel may jeopardize the health, safety or well-being of the traveler(s) or would be inconsistent with applicable U.S. government sanctions, laws or travel advisories. In such cases when faculty and staff are subject to this policy, the International Travel Safety Committee, Executive Vice President and Provost, and other relevant individuals, shall develop in consultation with the faculty and staff traveler(s) a mitigation strategy that preserves the reputation of the individuals and University.

5. **Insurance Requirements for International Travel**

Student health insurance and insurance provided through NIU to University employees generally provides medical, safety, evacuation, and repatriation benefits. Questions about coverage and benefits should be directed to the student health insurance office or the employee's insurance carrier.

However, groups travelling internationally that include both students and faculty/staff/ volunteers may be required to purchase NIU's alternative health and safety insurance. At the

time of registration, members of groups will be informed of the steps necessary to secure travel insurance, if necessary.

Procedures for Registering International Travel

NIU has implemented a travel risk management software system, referred to in this policy as the travel registry. Unless the traveler is traveling as part of an NIU-sponsored Study Abroad program, all students, faculty, staff and volunteers who plan to travel internationally under the auspices of the University must register their plans in the registry. In the case of travel to level 3 or 4 advisory areas, approval to travel should be secured prior to the purchase of airline tickets.

1. Timing

Travelers should initiate the travel registration process at least 30 days in advance of travel, unless earlier registration is required in accordance with the terms of this policy (e.g., planned travel to a travel advisory country or sub-division, or planned travel that may involve an export control issue). Registration should occur in advance of the purchase of airline tickets.

2. Registering in the Travel Registry

Access to the travel registry is available at <http://niu-travel.terradotta.com/>. Directions for completing the registration process are located at the same site.

- Generally, prospective international travelers should have the following materials available for upload or input: information about the traveler's itinerary, including any host or sponsor names, as well as dates of travel.
- Information about the purpose of the travel and any equipment or content subject to export control that the traveler will transport internationally.
- A copy of the traveler's passport photo page.

Whenever possible, travelers are expected to update registration information, including travel dates, destinations, and contact information, if the information changes.

3. Export Control Issues

If a traveler is taking controlled technology or is traveling to a restricted country of concern designated by the Federal government, additional steps may be required. These steps may include (but are not limited to) obtaining a license. Requests to travel with controlled technology or to a restricted country of concern may result in a denial of the request to take abroad the controlled items.