Higher Risk University-Sponsored International Travel

Scope

The following travel guidelines apply to all students, faculty, staff, and members of the general public who will be completing higher risk University-Sponsored International Travel regardless of the mode of transportation (air, rail, or automobile).

Policy Statement

The University relies on the guidance provided to Travelers by the U.S. Department of State (U.S. DOS) and the Centers for Disease Control and Prevention (CDC)

- **U.S. Department of State Travel Advisories**: The U.S. DOS Bureau of Consular Affairs administers the [Consular Information Program](https://travel.state.gov), which informs the public of conditions abroad that may affect their safety and security. Country Specific Information and Travel Advisories are vital parts of this program. An overall Travel
Advisory level is issued for each country, but levels of advice may vary for specific locations or areas within a country. Travelers are encouraged to check not only the overall country level alert, but also regional or local areas within the country, which may differ from the overall country level alert. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.

- **Centers for Disease Control and Prevention Travel Health Notices**: The CDC is one of the major operating components of the United States Department of Health and Human Services. The CDC issues Travel Health Notices and COVID-19 Travel Notices to inform Travelers about current issues that may affect their health when visiting specific destinations. Travel Health Notices apply up to three standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety. COVID-19 Travel Notices apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.

**Travel by Faculty, Staff, Students, and Members of the General Public**

It is the policy of the University of Nebraska that no faculty, staff, students, or members of the general public shall depart from the United States on University-sponsored International Travel to a US DOS Higher Risk Warning Location or a CDC Higher Risk Warning Location. If a location becomes a DOS Higher Risk Warning Location or a CDC Higher Risk Warning Location while travel is underway, the guidance provided by the US DOS or CDC shall be followed by Travelers in the affected area until the Assistant Vice Chancellor for International Affairs provides guidance and direction regarding the steps necessary to ensure health and safety, including possible return to the United States.

All Travelers undertaking such travel, whether under University auspices or not, will be subject to appropriate screening and health monitoring prior to returning to campus in order to ensure the health and safety of the University of Nebraska community.

A waiver to the prohibition on University-Sponsored International Travel to DOS Higher Risk Warning Locations or CDC Higher Risk Warning Locations may be considered in exceptional circumstances. If possible, waiver requests should be submitted at least six weeks prior to travel to ensure review and determination of the request in time for travel to occur. When approved, waivers are granted for a period of three months after approval only for travel to the area specified in the approval; if either the CDC or US DOS raises advisory levels during this period the Traveler must apply for a new waiver request prior to undertaking any additional travel.

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**Reason for Policy**

The University of Nebraska Executive Memorandum No. 25 seeks to balance the benefits of International Travel on education, research, and outreach activities with the potential
risks such travel might pose to students, faculty, staff, and members of the public. This policy provides the University of Nebraska at Kearney campus Travelers a process to follow this Executive Memorandum.

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**Procedures**

The University of Nebraska Travel Policy and Executive Memorandum No. 25 applies to all University-Sponsored International Travel.

All Travelers are required to submit a Pre-Trip Request prior to each separate Travel Status instance. For international Travel, a Traveler should prior to submitting a Pre-Trip Request, review the CDC and US DOS travel advisories and notices. If the Traveler’s international location is in the higher risk category in any advisory or notice, a request for a waiver is completed on the Informed Consent and Release of Liability Form before a Pre-Trip Request is submitted and approved. The waiver form is routed to the appropriate Chair, Director, Dean, Vice Chancellor and/or Chancellor for initial signature approval.

The Traveler, in petitioning (Informed Consent and Release of Liability Form) for a waiver to the policy, shall submit a written request to the Chancellor through the Assistant Vice Chancellor for International Affairs. The request should include:

- the academic or research objective which can only be achieved through travel to the proposed locations;
- the adequate mitigation of the safety, security and health risks posed by the travel;
- a University of Nebraska Informed Consent and Release of Liability Form signed by each participating student or member of the public acknowledging that s/he has been advised of the details of the Travel Advisory. In the case of a participating minor student under the age of 19, the Waiver and Release Form must also be signed by a parent or guardian.

The appropriate Vice Chancellor/Chancellor will then provide the approved form to the Assistant Vice Chancellor for International Affairs. All waiver forms are initially reviewed by a panel consisting of the following:

- Assistant Vice Chancellor for International Affairs, Panel Chair
- Faculty Representative
- Director, Student Health and Counseling
- Associate Vice Chancellor for Business and Finance

Additional information may be requested from the submitting Traveler. The Panel’s comments and recommendation will be submitted to the Chancellor. The Chancellor, following consultation with further campus authorities and expertise, shall make a
decision to support or deny the request. The Chancellor’s decision to approve or deny the request shall be final and not subject to further review or appeal.

If the Chancellor supports the request, s/he will notify the President of the approved waiver (Informed Consent and Release of Liability Form) request, including the original petition and supporting forms and related information. Upon approval by the President, notification of approval will be provided to the Assistant Vice Chancellor for International Affairs and the Traveler. If the Chancellor denies the request, s/he will notify the Assistant Vice Chancellor for International Affairs and the Traveler.

The Traveler will submit a Pre-Trip Request and attach the approval notification to the request.

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**Definitions**

**CDC:** Centers for Disease Control and Prevention

**US DOS:** US Department of State

**Pre-Trip Request:** an approval, processed through the University expense management tool, for University business travel and/or to use University funding sources for expenses related to the business travel, including but no limited to research and scholarly activity; formerly referred to as an employee travel authorization, pre-trip, pre-travel authorization, travel authorization or travel request.

**Traveler:** a University employee, including a graduate assistant when traveling as an employee and not as a student, who is traveling on approved University business.

**Travel Status:** when a Traveler is outside of their regular or main city or town of work, or residency, or respective regular Commute, while conducting or engaging in approved University business.

**University-Sponsored International Travel:** includes, but is not limited to, Nebraska affiliated, approved unaffiliated and approved non-Nebraska study abroad programs; internships, field approved unaffiliated and approved non-Nebraska study abroad programs; internships; field studies; service learning; research; athletic competitions; arts performances or exhibitions; and volunteer, experiential, or work programs sponsored, endorsed, or administered by the University.

**Waiver:** A petition for a waiver to Executive Memorandum 25 policy.

**CDC Higher Risk Warning Location:**
- A location designated by a CDC Travel health Notice as a Warning Level 3.
- A location designated by a CDC COVID-19 Travel Notice as a Level 3 or above

**US DOS Higher Risk Warning Location:**
- A location designated by a US DOS Travel Advisory as a Level 3 or above
Additional Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiver</td>
<td>Tim Burkink</td>
<td>308-865-8246</td>
<td><a href="mailto:burkinktj@unk.edu">burkinktj@unk.edu</a></td>
</tr>
<tr>
<td>Pre-Trip Request</td>
<td>Carrie Stithem</td>
<td>308-865-8865</td>
<td><a href="mailto:carrie.stithem@nebraska.edu">carrie.stithem@nebraska.edu</a></td>
</tr>
<tr>
<td>Screening and Health Monitoring</td>
<td>Wendy Schardt</td>
<td>308-865-8047</td>
<td><a href="mailto:schardtwl@unk.edu">schardtwl@unk.edu</a></td>
</tr>
</tbody>
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**Forms**

Informed Consent and Release of Liability

**Related Information**

- **Executive Memorandum No. 25** Policy on University Sponsored International Travel by Students, Faculty, Staff or Members of the General Public

- **NU Travel Policy**

  1. The current address for travel advisories:  
     https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

  2. The current address for CDC Travel Health Notices:  
     http://wwwnc.cdc.gov/travel/notices

  3. The current address for CDC COVID-19 Travel Health Notices:  
     https://wwwnc.cdc.gov/travel/noticescovid19

Sites last accessed on April 27, 2021.

**History**

This is a new policy.