

# BYU International Travel Program

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## **1.0 Overview**

International travel is fundamental to the pursuit and achievement of the broad mission of Brigham Young University, an accredited institution of higher education, learning, and research. Inherent in travel away from home are uncertainties, vulnerabilities, and risks beyond the control of BYU. These natural hazards increase in international settings and are heightened by changing political, public health, and social circumstances.

BYU consents to sponsoring international travel and activities under conditions designed to maximize the safety and success of its persons, programs and activities; and to protect its property and reputation. BYU establishes policy and procedures to raise travelers' awareness of hazards and risks, prepare them to take appropriate precautions and actions, guide them in responding effectively to travel and emergency situations, and to manage the obligations and liability of the university and its personnel.

BYU recognizes that its international activities influence and reflect upon the image and mission of both the university and its sponsor, The Church of Jesus Christ of Latter-day Saints.

## **2.0 Policy**

The BYU International Travel Program applies to all BYU officers, administrators, faculty, staff, and students who travel outside the United States for activities that are funded or supervised by Brigham Young University (hereafter, "International Travelers"). All BYU International Travelers are subject to this policy, BYU international travel procedures, and standards established by the International Travel Program. International Travelers are responsible to familiarize themselves with the conditions and hazards involved in international travel and activity, and to prepare for and respond

appropriately to travel situations. Students also accept responsibility for their own health and safety during international travel and the liability of Brigham Young University and its personnel is limited. BYU International travel must conform to principles of efficiency and safety established by the university, such as pursuing activities that are essential to meeting university priorities and not traveling to high-risk areas. International activities must follow the Principles to Guide International Programs at Brigham Young University, including enhancing academic objectives, using resources wisely, assuring personal and institutional safety, and coordinating with the Church.

International travel must be approved in advance by a department chair or supervisor, and a dean, director, or vice president. BYU travelers must not enter areas of high health and/or security risk, or countries restricted by BYU travel policy. International Travelers must obtain appropriate visas, comply with immigration requirements, and respect the governing laws of countries they visit. BYU personnel must observe federal regulations and university policy affecting academic study and research. Travel reservations must be made through BYU Travel Management Services or affiliated offices. International Travelers must comply with the Church Educational System Honor Code and Dress and Grooming Standards at all times.

International Travelers must provide personal health and accident insurance with international coverage that meets BYU standards. In the case of a health or security emergency or difficulty, International Travelers should communicate immediately with their BYU program coordinator or manager and must follow BYU emergency response procedure. International Travelers who receive health care are responsible to pay financial obligations not covered by personal insurance.

## **2.1 Students**

All student International Travelers must record their travel itinerary and emergency contact information with the university, comply fully with BYU travel policy and procedures, and receive the university's Orientation for International Travel prior to going abroad.

## **2.2 Contact with The Church of Jesus Christ of Latter-day Saints**

BYU students, faculty, and staff are expected to follow the President's Memorandum on Church and BYU Cooperation when they communicate and interact with any officers or leaders of the university's sponsoring Church. BYU programs and activities in international locations that seek Church audience or involve or affect the Church or its members must be coordinated with LDS Area Presidencies, in advance, by the International Vice President or President.

## **3.0 Requirements**

The BYU International Travel Program is a comprehensive risk management, safety, and compliance program that states university objectives and standards, consolidates pertinent policies and guidelines, clarifies incomplete or vague statements in existing documents, updates office and personnel titles and responsibilities, and establishes important policy and procedures relative to international travel by BYU persons. It provides guidance for responding to the risk inherent in overseas travel. University directives affected by this program include:

- ◆ Administrative and Staff Employment Policy; Faculty and Employee Conduct Policy
- ◆ Church Educational System Honor Code and Dress and Grooming Standards
- ◆ Federal regulations and university policies regarding research and travel, including policies pertaining to research on human subjects (IRB), animal subjects (IACUC), and the university's Export Control and Fundamental Research Policy.
- ◆ International Travel Registry
- ◆ International Vice President's current Memorandum on International Travel (see Appendix D)
- ◆ President's Memorandum on Church and BYU Cooperation (November 2007) (attached Appendix A)
- ◆ Principles to Guide International Programs at Brigham Young University (September 2003) (attached Appendix C)
- ◆ Risk Management and Safety programs and policies, including conditions that apply to university insurance policies.
- ◆ Undergraduate Student Travel Policy
- ◆ University Travel Policy

## **4.0 Purpose**

The foremost objective of the BYU International Travel Program is to protect life, prevent injury and illness, and preserve the property and reputation of Brigham Young University. This program is established to encourage good safety and health practices, define appropriate guidelines and procedures for responding to difficulty, and to promote the success of BYU persons, programs, and activities. The BYU International Travel Program is developed to anticipate, prepare for, and respond to circumstances that surround and/or might disrupt international travel and activities. It contains policy, standards, protocol, guidelines, documents, and procedures intended to heighten travelers' awareness of risks and potential hazards, and to help travelers anticipate travel situations and act with caution, prudence, and responsibility.

## **5.0 Scope**

The BYU International Travel Program applies to all BYU officers, administrators, faculty, staff, and students who travel outside the United States for any event or activity that is funded or supervised by Brigham Young University ("International Travelers"). This program includes standards and instructions that pertain to the following:

- ◆ Individual and group travel planning, approval, and booking
- ◆ Travel orientation, guidelines, and preparations that promote safety and security
- ◆ Coordination with security agencies and health services
- ◆ Communication with the LDS Church (local and general officers)
- ◆ Compliance with governing laws, including visa, immigration, academic research, and export control laws
- ◆ Transportation and transit
- ◆ Lodging, room, and board
- ◆ Health protection, response, and care
- ◆ Political, social, and cultural sensitivity
- ◆ Personal responsibility, behavior, and actions
- ◆ Emergency and disruptive situations

## **6.0 Procedures**

All BYU International Travelers must observe BYU travel policy and comply with the following standards and procedures. These procedures are established so that Brigham Young University will be fully transparent in all of its dealings and keep the highest standards of respect, responsibility, honesty, and integrity. Program procedures assist travelers in following BYU policies and standards as they prepare for and respond effectively to travel situations. Procedures activate insurance and liability plans established to protect the university and its personnel. These procedures also provide university administrators with information needed to oversee and responsibly manage BYU international travel, programs, and activities.

### **6.1 Approval**

BYU administrators, faculty, staff, and students must present plans for international travel in advance to be approved by (1) the authorized department chair or supervisor, and (2) the responsible dean, director, or vice president, following university protocol and procedures established within each unit.

### **6.2 Bookings for International Travel**

Must be made through BYU Travel Management Services, to provide both the traveler and the university with ticket purchasing benefits, current travel and advisory information, supplemental insurance and liability protection, and travel emergency guidelines. University preferred-rate contracts for transportation, hotels, and car rental are used, where advantageous. Travelers must provide Travel Management Services with their Net ID or other positive personal identifier to allow for electronic travel updates and communication with each Traveler.

### **6.3 Insurance**

International Travelers must provide personal health and accident insurance with international coverage that meets BYU standards. Students without health insurance may enroll in the DMBA student health plan. International Travelers booked through BYU Travel Management Services receive supplemental accident and liability insurance coverage. Additional insurance that is desired or may be required for participation in certain programs must be paid by the individual Traveler. Travelers who receive health care are responsible to pay all financial obligations not covered by personal insurance.

#### **6.4 Restrictions**

BYU International Travelers are prohibited from traveling into areas with high health and/or security risk, including all areas where travel is restricted by the university and countries on the U.S. State Department "Travel Warnings" list. Any exception requires the explicit and advance approval of the International Vice President.

#### **6.5 Visas**

International Travelers must obtain visas and immigration authorizations required by the countries they visit that correspond to the activities in which they will engage. BYU Travelers must comply with all host country immigration requirements and pay all applicable fees.

#### **6.6 Contact with The Church of Jesus Christ of Latter-day Saints**

International Travelers are expected to follow the President's Memorandum on Church and BYU Cooperation. Travelers are not to approach LOS Church officers or members to plan or request assistance or collaboration with BYU activities without the explicit prior approval of the International Vice President or President. (Appendix A)

#### **6.7 External Contracts and Awards**

International travel related to academic study and research, including federal and externally-funded contracts, grants, and awards must also follow guidelines of the Office of Research and Creative Activities (ORCA).

#### **6.8 Federal Regulations and Standards**

BYU personnel must comply with all federal regulations, as well as standards adopted by BYU to govern international travel, study, research, work, and relations, including protection of human subjects (IRB), animal subjects (IACUC), and export control. The Office of Research and Creative Activities (ORCA) will clarify and guide BYU personnel in meeting these standards.

#### **6.9 Travel Information**

BYU Travel Management Services will provide ticketed BYU Travelers with public health and security information, including updates on conditions in the countries they are scheduled to visit. Travelers are personally responsible for making adequate provision for the conditions they will encounter and for anticipating and taking appropriate precautions, safeguards, and actions.

## **6.10 Emergency Situations**

Emergency situations and serious difficulty encountered by International Travelers should be reported immediately to the responsible BYU program coordinator or manager, following BYU emergency response procedure. Student Travelers will be provided explicit emergency response instructions. (Appendices E, F, G)

### **6.10.1 Health Emergencies**

Health emergencies including illness, accident, or serious physical or emotional problems should be reported immediately to International SOS (the LDS Church contracted medical assistance provider) and advice and/or referral sought on receiving competent local physician, clinical, and/or hospital care. The individual or their in-field advisor/facilitator must promptly report the situation to the BYU coordinator/manager responsible for the international activity. The coordinator/manager should promptly communicate with the BYU International Security Advisor to establish appropriate procedures for follow-up action with International SOS, the individual, their family or guardians, and the university.

### **6.10.2 Security Concerns**

Security concerns that are prevalent or emerge during travel must be monitored closely by International Travelers and in-field advisors/facilitators, and reported promptly to the BYU coordinator/manager responsible for the international activity. The coordinator/manager should immediately contact the BYU International Security Advisor for current security information and assessment. International Travelers and in-field advisors/facilitators must implement BYU Procedure for Responding to Security Conditions Abroad, in consultation with the responsible BYU program coordinator/manager. The International Security Advisor should promptly inform the International Vice President of all security situations where heightened risk is perceived.

## **6.11 Vehicle Rentals**

When renting vehicles overseas, BYU International Travelers should purchase all available insurance and comply with BYU Travel Policy.

**All Student International Travelers** must comply with the following requirements, in addition to the above stated general university standards and procedures:

## **6.12 Registration**

All students who travel to international locations on BYU funded or supervised activities must register their travel plans with the university in advance, for the purpose of recording travel and emergency contact information, registering academic credit, and receiving travel information, health and safety orientation, and liability insurance. Student International Travelers who are not enrolled with BYU International Study Programs or Performing Arts Management must register on the International Travel Registry, maintained by the David M. Kennedy Center for International Studies.

## **6.13 Orientation**

All students must receive the BYU-approved Orientation for International Travel, including guidance on: BYU travel policy, traveling in foreign lands, personal safety, health precaution and care, visas and immigration, communications with local Church officers and members, housing, social and cultural behavior, personal responsibility, and emergency response procedure. Student Travelers will be provided with explicit emergency response instructions.

## **6.14 Health Care**

Student International Travelers must provide personal health and accident insurance with international coverage that meets BYU standards. Students without health insurance may enroll in the DMBA student health plan. Immediate medical consultation, referral, and treatment services are made available to students through International SOS, a medical assistance provider. Students are urged to use this service in the case of any health emergency or serious medical concern (see para. 6.10.1). Individuals who receive health care are responsible to pay all financial obligations not covered by their personal insurance.

## **6.15 Lodging**

Students must follow BYU standards for off-campus housing. Sleeping quarters should be separated by gender at all times. Students must not room or board with LDS Church members or at Church-owned facilities without advanced clearance from the International Vice President.

## **6.16 International Students**

International students attending Brigham Young University are personally responsible to keep their immigration documents current and to maintain their legal status at all times. Failure to do so may result in international students being prohibited from re-entering the United States at the completion of their overseas travel. BYU assumes no responsibility for the exit and entrance of students to/from the United States and/or foreign countries.



## **6.17 Liability**

Students must affirm that they recognize and assume full responsibility for the risks and hazards inherent in international travel and in the specific activity in which they seek to participate voluntarily. Students must sign a waiver of liability that protects Brigham Young University and its officers and representatives from liabilities and claims, except those that are caused directly from the sole negligence of the university.

The foregoing Procedures are designed to facilitate the implementation of BYU international travel policy and are not intended to create any contractual obligations on the part of the university or to establish any standard of care applicable to the actions of the university. BYU reserves the right to deviate from these procedures as circumstances may dictate, subject to the prior approval of the International Vice President.