



# Policy 1134 Appendix A

## Covered Travel Procedures

---

**The following procedures apply to Covered Travel.**

### A. Employee Responsibilities for Individual or Group Covered Travel

1. It is the responsibility of the Academic Department to determine the educational qualifications of any employee leading a group of students on Covered Travel. Global Education Office (GEO) is responsible for approving all employees who will lead or travel with students on International Educational Travel.
2. Employees engaging in Covered Travel to or leading groups engaged in Covered Travel to Hazardous Areas must follow University Travel Advisory Committee (UTAC) procedures and policies and must receive UTAC approval prior to travel.
3. Employees who lead, coordinate, or otherwise participate in Covered Travel must register the travel with the University before the travel experience may be conducted or represented as approved by or sponsored by the University.
4. Employees engaging in Covered Travel must also:
  - a. Complete the [Trip-specific International Travel Emergency Plan](#), if traveling internationally;
  - b. Contact the Office of Research Integrity and Assurance (ORIA) to determine license requirements if working with export-controlled technology or materials or taking Mason equipment or technology abroad;
  - c. Apply appropriate financial controls;
  - d. Behave in a professional manner befitting the university and professional role during travel;
  - e. Maintain adequate communication with University offices, as appropriate;
  - f. Adhere to emergency management protocols as outlined in the International Travel Handbook;
  - g. Maintain a health insurance policy and register travel with the Office of Risk Management to receive university-approved travel insurance for themselves; and

h. Comply with all University directives regarding travel, including all evacuation orders.

i. Notify University Police in the event of a crime that involves Employees or Students, or crimes that occur on property or locations under the control of the University. Crimes that must be reported to University Police include:

1. criminal homicide (murder and negligent/non-negligent manslaughter)
2. sex offenses (rape, fondling, statutory rape, and incest)
3. robbery
4. aggravated assault
5. burglary
6. motor vehicle theft
7. arson
8. hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias)
9. dating violence
10. domestic violence
11. stalking
12. arrests and referrals for disciplinary action for (a) liquor law violations, (b) drug law violations, and (c) carrying or possessing illegal weapons.

5. When leading or participating in International Educational Travel, Employees must also:

- a. Register the travel with GEO at least one month before travel is to commence,
- b. Attend required training and orientation sessions provided by GEO,
- c. Maintain adequate communication with GEO, the relevant department and college, the Office of the Provost, and other University offices as appropriate,
- d. Maintain confidentiality of student records, and
- e. Notify GEO of the following emergencies during the travel:
  1. Serious injury, illness, psychiatric incident, death, or hospitalization;
  2. Report or occurrence of infectious disease;
  3. Natural disaster;
  4. Political unrest or turmoil;
  5. Missing employee or student; or
  6. Any other situation deemed an emergency by employees or students.

## B. Student Responsibilities for Covered Travel

Students engaging in Covered Travel must:

1. [Register travel with GEO](#);
2. Sign and file an International Travel Acknowledgement of Risks and Medical Consent Form;
3. Attend any required orientation/training;
4. Pay applicable tuition, administrative and program fees, if any;
5. Comply with policies and procedures regarding academic advising;
6. Abide by applicable university regulations and policies, including, but not limited to, the University Catalog, the Code of Student Conduct, and university drug and alcohol policies;
7. Have university-approved travel insurance for the duration of international travel;
8. Have a current personal and medical insurance policy; and,
9. If traveling to Hazardous Areas, follow UTAC procedures and policies (see Section C).
10. Comply with all University directives regarding travel, including all evacuation orders.

#### C. Travel to Hazardous Areas

1. Covered Travel is prohibited to Hazardous Areas, unless approved by UTAC. Employees and students who want to travel to a Hazardous Area must seek approval from UTAC.
2. Individuals or groups intending to travel to a Hazardous Area above must complete an [Application for Travel to Hazardous Areas and Countries under Comprehensive Economic Sanctions](#). Applications should be submitted 30 days in advance of the proposed travel date or as soon as travel is anticipated (at a minimum 3 business days before travel start).
3. Because regional conflict may extend beyond defined borders, UTAC may also determine that Covered Travel is suspended or prohibited to areas neighboring a Hazardous Area.
4. Individuals traveling to areas under comprehensive United States Economic sanctions are responsible for compliance with all U.S. laws and regulations related to travel to any such country or area.
5. UTAC may assess risks associated with activities in-country and travel to other areas and may restrict travel as appropriate.

#### D. UTAC Application Approval and Appeal Process

1. Approval: If your request for an exemption is approved, you may travel subject to any conditions stated within the application. Due to the dynamic nature of risk management concerns for any international or domestic travel, any approved UTAC exemption applies ONLY to the specific trip and for the stated travel dates provided on the application.

2. Changes in travel and/or conditions after UTAC Approval: If travel plans are adjusted after UTAC approval has been granted; the traveler or program/activity sponsor is responsible for contacting UTAC to discuss modified travel arrangements. If there is a change in circumstances – in terms of the proposed itinerary, the critical nature of the trip, or the health, safety, or security climates of the region of interest – either prior to, or after departure, the University retains the right to rescind UTAC travel approval and/or require return from travel.

3. Denial: If a request for a restricted travel exemption is denied, the proposed traveler(s) are not authorized to travel. Travelers who engage in unauthorized Covered Travel may not receive any sought academic credit and may not be reimbursed for any expenses associated with their travel (if eligible) as per George Mason University Policy 2101 – Travel Authorization and Reimbursement and may be subject to disciplinary action.

4. Appeals: Travelers requesting to appeal a denial should direct their request to the appropriate office: Office of the Provost for academic travel and Senior Vice President for Administration and Finance for operational travel.

#### E. Emergencies

1. In the event of an emergency or a threat to health, safety, or security of individuals on Covered Travel, travelers should follow the [Trip-specific International Travel Emergency Plan](#).

2. The University may also take appropriate action, including but not limited to issuing an evacuation order or other directives. Refusal to comply with an evacuation order or other directive may result in either dismissal from the university in accordance with the Student Code of Conduct, termination of employment, or other disciplinary action as appropriate.