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POLICY 8.5

Volume: 5, Risk Management and Public Safety
Chapter: 5, Risk Management for International Travel
Responsible Executive: Vice Provost for International Affairs
Responsible Office: International Travel Health and Safety; Risk Management and Insurance (Weill)
Originally Issued: May 26, 2011
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Risk Management for International Travel

POLICY STATEMENT

Cornell University requires its students, staff, and faculty to follow established procedures when traveling outside of the United States of America on Cornell business. The university provides guidelines for planning international travel and summarizes the resources available to assist travelers when they are faced with emergencies while traveling internationally on university business.

REASON FOR POLICY

The university supports and promotes travel on its behalf by individuals whose business or scholarly activities involve international travel, while encouraging sound business practices and safety and security measures that minimize risks to the traveler and the institution.

ENTITIES AFFECTED BY THIS POLICY

☑ Ithaca-based locations
☑ Cornell Tech campus
☑ Weill Cornell Medicine campuses

WHO SHOULD READ THIS POLICY

– All Cornell Ithaca and Weill Cornell Medicine (WCM) faculty, staff, and students involved with planning, funding, and participating in Cornell travel outside of the United States.

MOST CURRENT VERSION OF THIS POLICY

– www.dfa.cornell.edu/policy/policies/risk-management-international-travel
– Also see University Policy 3.2, Travel Expenses:
www.dfa.cornell.edu/policy/policies/travel-expenses

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University Forms and Systems Applicable to Only Ithaca-Based Locations and Cornell Tech

Group Registration Process: Information on and forms for requesting the processing of group registrations.

Health Self-Assessment: A guide for thinking about your health needs in relation to your travel plans.

Travel Registry: (**Required** for all members of the Cornell community, including undergraduate students, graduate students, professional students, staff, and faculty on Cornell international travel.

Toolkit for Developing an International Off-Campus Activity: Resource of best practices, protocols, and templates for designing off-campus student learning experiences.

Emergency Safety Plan: (**Suggested** for all individual travelers and trip leaders to have access to on-site and Cornell-based emergency information for their trip planning. While this form may not be collected, it is the responsibility of the traveler to have this information.)

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CONTACTS – ITHACA-BASED LOCATIONS AND CORNELL TECH

Subject	Contact	Telephone	Email/Web Address
Emergencies – ALL Types	Invoke international incident response plan		
Ithaca Contact	Cornell University Police Department	911 or (607) 255-1111	www.cupolice.cornell.edu/

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Subject	Contact	Telephone	Email/Web Address
Policy Clarification: Subjects Not Listed Below	International Travel Health and Safety	(607) 255-1591	intlsafety@cornell.edu global.cornell.edu/travel
Compensation	Benefit Services, Division of Human Resources	(607) 255-3936	benefits@cornell.edu hr.cornell.edu
Cornell Health Travel Services	Cornell Health	(607) 255-5155	health.cornell.edu/services/travel-services
Education Abroad	Office of Global Learning	(607) 255-6224	globallearning.cornell.edu
Foreign Currency Exchange	College/unit business service centers or administrative managers		
Foreign Gift and Contract Reporting	Sponsored Financial Services		hea117-reporting@cornell.edu
Foreign Tax	University Tax Director	(607) 255-3790	www.dfa.cornell.edu/tax/
Foreign Wire Transfers and Cash Advances	Cash Management, University Treasurer	(607) 254-1590	www.dfa.cornell.edu/treasurer/cash-management
Grant and Contract Requirements	Sponsored Financial Services	(607) 255-5086	sfs-help@cornell.edu dfa.cornell.edu/sfs
Import/Export Controls; Decision Tree for International Travel and Research Activities	Office of Research Integrity and Assurance (ORIA)	(607) 255-3749	researchservices.cornell.edu/process/export-controls
International Agreements; Global Operations; Policy Exceptions	Office of the Vice Provost for International Affairs	(607) 255-7993	global.cornell.edu
Legal Advice; Legal Approval of International Agreements	University Counsel	(607) 255-5124	counsel.cornell.edu
Student Health Insurance Plan	Office of Student Health Benefits	(607) 255-6363	studenthealthbenefits.cornell.edu/
Travel Emergencies, International, for Ithaca-Based Students, Faculty, and Staff	International Travel Health and Safety	(607) 255-1591	intlsafety@cornell.edu global.cornell.edu/travel
Travel Registration; Request for Travel to Elevated-Risk Countries	International Travel Health and Safety	(607) 255-1591	travelregistry.cornell.edu global.cornell.edu/travel/travel-elevated-risk-destinations

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CONTACTS – WEILL CORNELL MEDICINE CAMPUSES

Subject	Contact	Telephone	Email/Web Address
Emergencies – All Types	Invoke emergency protocol and procedures		

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Subject	Contact	Telephone	Email/Web Address
Legal Advice; Legal Approval of International Agreements	University Counsel	(212) 746-0460	counsel.cornell.edu/contact-us
Travel Emergencies, International, for Weill Cornell Medicine Faculty and Staff	Risk Management and Insurance	(646) 962-7683	riskmanagement.weill.cornell.edu
	University Counsel	(212) 746-0460	counsel.cornell.edu/contact-us
	Associate Dean, Academic Affairs	(212) 746-1050	weill.cornell.edu/education
	Office of International Affairs	(212) 746-5900	internationalaffairs@med.cornell.edu
Travel Emergencies, International, for Weill Cornell Medicine Students	Director, Environmental Health and Safety/Risk Management	(646) 962-7233	ehs@med.cornell.edu ehs.weill.cornell.edu
	Associate Dean, Academic Affairs	(212) 746-1050	weill.cornell.edu/education
	Risk Management and Insurance	(212) 746-6180	riskmanagement.weill.cornell.edu
	Director, Office of Global Health Education	(646) 962-8038	international.weill.cornell.edu
	Office of Global Health Education	(646) 962-8058	international.weill.cornell.edu
	Student Health Services	(212) 746-1450	medicaleducation.weill.cornell.edu/student-resources/student-health-services

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Cornell International Travel Advisory and Response Team (ITART)	A standing committee of administrators from Ithaca or Weill Cornell Medicine (WCM) campus units. The committee, chaired by the Vice Provost for International Affairs (Cornell Ithaca), recommends changes in policy or practice to reduce risk to Cornell travelers, screens and considers requests for student travel to destinations with elevated risk, and/or advises travelers on matters pertaining to this policy on risk management for international travel. In addition, this group may respond to or assess responses to emergencies encountered internationally by individuals or groups engaged in approved Cornell travel.
Cornell Travel	Either of the following two types of travel: • **Cornell Directed or Supervised Travel**: Travel that is fully supported and supervised by Cornell and for which Cornell exercises oversight, such as international Cornell faculty-led courses. • **Cornell Facilitated or Supported Travel**: Travel where Cornell oversight is not exercised but is undertaken to further academic or professional objectives related to Cornell, such as an approved exchange program, internship, those with in absentia status, or study-abroad program. This also includes, but is not limited to, travel that is funded by Cornell, such as travel grants and scholarships.
Cornell-Sponsored Organization	An organization affiliated with a university unit, having an assigned employee to advise and oversee the activities of the organization (see the "Off-campus Activity Leader" in the Responsibilities section of this policy). In addition, Cornell organizations sponsor activities that relate to the education, research, and public service missions of the university and to the goals or objectives of the unit with which they are affiliated. All Cornell-sponsored student organizations are required to register through the Student Activities Office.
Elevated-Risk Destination	A destination that has been determined to be of elevated risk by ITART, based on a variety of sources, including the U.S. Department of State, the Centers for Disease Control, international risk intelligence providers, and regional experts. The list of destinations with elevated risk can be found at global.cornell.edu/travel/travel-elevated-risk-destinations
Emergency Services	**Medical Evacuation** Assistance with medical monitoring, hospital referrals, and relocating a traveler in the event of a traveler's medical emergency. **Security Evacuation** Assistance in extracting travelers from life-threatening emergency situations such as civil unrest, terrorism, or natural disaster. **Repatriation** Assistance in retrieving and transporting mortal remains in the event of a death.
Independent Organization	An independent organization that is formed and operated independent of Cornell's control. When entering into a legally binding agreement or contract, an independent organization is not permitted to represent itself as a unit

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DEFINITIONS, continued

	or an agent of Cornell University for any purpose. The independent organization is not authorized to commit Cornell University contractually and, therefore, such an agreement/document does not contain the commitment of, and is not in any manner binding upon or enforceable against, Cornell University. Contractual agreements for independent organizations must be signed and negotiated by student members of those independent organizations. In addition to the privileges available to all organizations, independent organizations are eligible to use the Cornell University name in their organization name for publicity, uniforms, or other purposes, according to university guidelines regarding the use of the Cornell name (see University Policy 4.10, Use of Cornell's Name, Logos, Trademarks, and Insignias). Student members of independent organizations will qualify for club insurance coverage through the payment of the student activity fee.
International Travel	Travel outside of the United States, its possessions, and territories. In the case of sponsored projects, international travel may be defined in award documents.
International Travel Health and Safety Program Lead	An individual appointed by the Vice Provost for International Affairs to serve as lead administrator regarding international travel safety in support of Cornell travel. The individual will serve as the lead in the event of international emergencies; support the travel registration process; and advise ITART on requests to travel to destinations with elevated risks.
International Travel Registry	A system for recording international Cornell travel found at travelregistry.cornell.edu. Or for WCM: riskmanagement.weill.cornell.edu/travel/travel-registration
Non-Cornell Travel	Travel that is not related to Cornell business or programs, for which Cornell assumes no control or responsibility, and to which this policy does not apply. Individuals are not entitled to any travel-related benefits during non-Cornell travel.
Unit	A college, department, program, research center, institute, business center, transaction center, office, or other operating unit.
University Crisis Manager	An individual, appointed through the offices of the Vice President for Student and Campus Life and the Dean of Students, who is a point person for these offices when a student emergency occurs on or off campus.
University Organization	A university organization that is affiliated with a university department or unit. The department or unit acknowledges the organization as part of its activities and has assigned an employee or graduate student to advise the group and oversee the organization's activities. University organizations sponsor activities that fully relate to the education, research, and community-service mission of the university and to the goals or objectives of the university department or unit to which they are affiliated.

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RESPONSIBILITIES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Cornell Health	Upon request, provide (for students, faculty, and staff) pre-travel assessment, education, supplies, advice, and immunizations required or recommended for travel anywhere in the world.
	Upon request, provide post-travel support services as needed.
Cornell University Police Department	Direct calls regarding international incidents to International Travel Health and Safety per call tree.
Off-Campus Activity Leader (OCAL)	Be familiar with the situation on the ground in the destination region.
	Perform due diligence toward the health and safety of student travelers.
	In most cases, directly oversee and accompany student travel.
	Report any and all incidents that impact the health, safety, and security of the Cornell community abroad to the appropriate office, unit, and/or administrator.
	Contribute to pre-departure information sessions as it pertains to destination-specific information and travel logistics.
	Comply with any training required by the Office of the Vice Provost for International Affairs (OVPIA).
	Verify student participants have met pre-departure requirements.
	Comply with all federal and state laws, including, but not limited to, reporting of applicable incidents to satisfy University Policy 6.4, Title IX, and the Clery Act.
	Act as a Campus Security Authority (CSA) when accompanied by students abroad.
	◆**Note:** Registration of international Cornell travel in the International Travel Registry system is required for faculty and staff, and for both undergraduate and graduate students.
Financial Transaction and Business Service Centers	Through partnerships and service agreements, provide financial services and/or human resource support to the university and its units.
International Travel Health and Safety Program Lead	Act as lead administrator in support of international travel safety in support of Cornell Travel; member of the International Travel Advisory and Response Team (ITART).
	Respond and/or coordinate a response in the event of an emergency involving the health, safety, or security of a Cornell international traveler.
	Monitor international news and troubleshoot areas of potential risk.
	Identify Cornell University students, faculty, or staff who may be in danger and facilitate their safe exit from the country or region as appropriate.
	Work with units to provide advice and guidance to individuals and groups who plan to travel internationally.
	Support maintenance of the International Travel Registry.
	Hire contractors, as needed, or make appropriate arrangements that, in ITART's judgment, are in the best interest of the group at risk and will facilitate their safe return to the United States.
	Update or coordinate notice of appropriate university executives, families, and other interested university units, as appropriate, during and after an emergency.

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	Facilitate medical care and counseling as needed as a result of an emergency.
Office of Global Learning	Appoint a representative to serve as member of ITART.
	Support program development, management, and assessment of Cornell-managed and Cornell-approved programs abroad, as well as initiatives related to international travel safety across the university.
	Support the establishment of best practices for educational activities abroad and travel safety at Cornell University, ensuring these recommendations are appropriate for the Cornell environment.
Risk Management and Insurance	Appoint a representative to serve as member of ITART.
	Advise the Office of the Vice Provost for International Affairs on contracts with services providers, as needed, for international emergency response and insurance.
	Consult with or include other individuals, as appropriate, based upon the situation.
Student Health Benefits Office	Provide information about benefits and assistance, as appropriate, with coverage and claims for students and dependents enrolled in Cornell's Student Health Plan.
Traveler, Any International	Notify supervisor, chair, or unit head of any potential international travel.
	Become informed about the region of travel, as appropriate.
	Take independent measures to promote personal safety, the safety of fellow travelers, and the safety of the broader Cornell community (e.g., the prevention of the spread of communicable diseases).
	Abide by Cornell's Campus Code of Conduct and any additional guidelines set forth by the Off-Campus Activity Leader and the Office of the Vice Provost for International Affairs.
	◆**Note:** Registration of international Cornell travel in the International Travel Registry system is required for faculty and staff, and for both undergraduate and graduate students.
Traveler, Faculty	Register all international Cornell travel in the International Travel Registry system.
	Comply with all federal and state laws, including, but not limited to, reporting of applicable incidents to satisfy University Policy 6.4, Title IX, and the Clery Act.
	Act as a Campus Security Authority when accompanied by students abroad.
Traveler, Undergraduate or Graduate Student	Verify or obtain international medical insurance for all countries into which you will travel.
	Register international Cornell travel in the International Travel Registry system.
	Complete training required by the Office of the Vice Provost for International Affairs.
Unit	Plan and manage international Cornell travel in accordance with this policy and in consultation with the Office of the Vice Provost for International Affairs.
	Ensure that travelers are appropriately registered in the International Travel Registry system (travelregistry.cornell.edu), and have complied

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RESPONSIBILITIES – ITHACA-BASED LOCATIONS AND CORNELL TECH, continued

	with any training required by the Office of the Vice Provost for International Affairs.
	Address known risk-management issues to protect the safety of all participants in international Cornell travel.
University Crisis Manager	Be available to provide services virtually or upon a student's return to campus, as appropriate.
	Where appropriate, assist with and/or coordinate information flow and support services, provide consultation and referrals.

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RESPONSIBILITIES – WEILL CORNELL MEDICINE CAMPUSES

Academic Affairs and Risk Management	As requested by students, and as appropriate, provide support services and assist students with the settlement and payment of health insurance claims.
Center for Global Health	Support collaboration with partner institutions.
	Facilitate student, resident, and faculty involvement in the above-listed programs.
	Develop education and research partnerships with international collaborators.
Office of Global Health Education	Administer the Weill Cornell Medicine (WCM) student international travel program (oversee and supervise student travel abroad).
	Provide guidance and advice to WCM students who wish to travel abroad.
	Provide pre-travel orientation and safety instructions to students traveling abroad.
	Provide educational and financial support for students traveling abroad.
	Coordinate with WCM Risk Management and Insurance and service providers, as needed, for international emergency response.
Office of International Affairs	Provide information to faculty, staff, and students around resources for travel.
	Work with the Office of Risk Management to manage emergency situations as relevant.
Risk Management and Insurance	Procure medical evacuation, security evacuation, and repatriation services, when necessary.
	Participate as member of the International Travel Advisory and Response Team (ITART).
	Contract with services providers, as needed, for international emergency response.
	Work with units to provide advice and guidance to individuals and groups who are traveling abroad.
Student Health Services	Provide limited pre-travel consultations and referral services to students who travel for WCM.
	Provide medical advice to students abroad, as requested, and provide advice for medical emergencies.
	Provide post-travel support services, as needed.
Traveler, International	Consult with experts knowledgeable about the region of travel, including destination-specific risks, as appropriate.
	Take independent measures to promote one's own safety, the safety of fellow travelers, and the safety of the broader Cornell community (e.g., the prevention of the spread of communicable diseases).
	Abide by Cornell's Campus Code of Conduct.
Unit Crisis Manager (director, Office of Global Health Education, or a designee)	Inform the director of Risk Management and Insurance when WCM students travel abroad.
	Maintain information about travel abroad, including a list of travelers, the duration of the trip, the destination of the trip and itinerary, as well as emergency contact and medical information.

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Risk Management for International Travel

PRINCIPLES

Overview

Opportunities for instruction, research, and international service have grown dramatically. These opportunities offer valuable learning experiences for students and provide faculty and staff with the means to enhance their own international expertise and pursue research interests. Cornell encourages academic departments and individual faculty members to provide these opportunities for international study, research, and other faculty-led programs, including fieldwork, service learning, internships, and research.

This policy provides guidelines and information for planning international travel, outlines the university's expectations for each kind of traveler, and summarizes the resources available to those traveling on behalf of the university to facilitate safe and successful travel. Cornell divides international travel into two categories: Cornell travel and non-Cornell travel.

◆**Due to the unpredictability and varying circumstances of international travel, Cornell University cannot guarantee the particular outcome or safety of travel.**

◆This policy does not apply to personal (non-Cornell) travel of faculty, staff, or students.

Cornell Travel

There are two general types of travel at Cornell that receive support from the university: Cornell Directed or Supervised Travel, and Cornell Facilitated or Supported Travel. The level of benefits provided to travelers varies depending upon the type of travel. Travelers may consult with International Travel Health and Safety (for Weill Cornell Medicine (WCM), the director of Risk Management and Insurance) for an explanation of benefits relevant to their type of travel.

Cornell Directed or Supervised Travel is mission-related travel that is sponsored or supervised by Cornell and for which Cornell exercises oversight. The following are examples of Cornell Directed or Supervised Travel:

- Cornell course activities that are fully supported and supervised by Cornell staff (e.g., Global Development course travel, Cornell Adult University)
- Cornell-managed study-abroad programs (e.g., Cornell in Rome)
- Travel that fulfills Cornell contractual agreements
- Travel for NCAA Cornell athletics and University Organization Glee Club/Chorus concerts
- Travel organized by Cornell Outdoor Education
- Non-student travel sponsored by Cornell for alumni and the public

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- Weill Cornell Medicine (WCM) affiliated programs (e.g., Weill-Bugando University College of Health Sciences, Christian Medical College Vellore, Max Kade Foundation-American Austrian Foundation, US-EU Medical Education Exchange program)
- Faculty and staff traveling internationally on university business

◆**Caution:** Types of travel may be ambiguous from time to time; in such cases, and in unique circumstances, units are advised to consult the Office of the Vice Provost for International Affairs (OVPIA) for guidance.

Cornell Facilitated or Supported Travel is mission-related travel over which Cornell University exercises no oversight but is undertaken to further academic or professional objectives related to Cornell. This also includes, but is not restricted to, travel that is funded by Cornell, such as travel grants and scholarships. The following are examples of such travel:

- International study through another university or outside organization
- Approved exchange programs between Cornell and another university
- Co-ops or internships organized by Cornell departments
- Cornell-funded travel such as Cornell Commitment, scholarships, and travel grants
- Travel for research while in absentia
- Travel made within Cornell Directed Travel: (i.e., personally arranged travel during a break in a semester abroad)

◆**Note:** Typically, students receive either a note on their transcript or a credit by transfer from the international institution for participating in such travel.

Non-Cornell Travel   Non-Cornell travel is any travel that is not related to Cornell business or programs, for which Cornell assumes no control or responsibility, and to which this policy does not apply. The following are examples of non-Cornell travel:

- Independent organization travel, including that which is student-led
- Personal travel, such as spring break, vacation travel, or student travel home

Cornell does not regulate this travel or assume responsibility for travelers traveling on personal business. Cornell units are prohibited from financially supporting non-Cornell travel, unless they have received International Travel Advisory and Response Team (ITART) approval. Materials are available on the Global Cornell website for educational purposes only.

◆**Caution:** The university does not provide medical evacuation, security evacuation, or repatriation coverage or support for non-Cornell travel (exceptions to this rule

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PRINCIPLES, continued

may be in the form of one's personal health insurance coverage acquired via Cornell). Those on non-Cornell travel should make their own arrangements for evacuation services.

General Comments for All Cornell Travel

Travelers must comply with any applicable federal and state laws, including, but not limited to, economic and trade sanctions enforced by the Office of Foreign Assets Control or export controls and incident or foreign gift reporting (which includes in-kind donations of foreign travel) required by the Department of Education or Internal Revenue Service.

Table 1:Regulations At-A-Glance

This chart provides a quick overview of the regulations for international travel.

Traveler	Register International Cornell Travel	Seek ITART approval for Cornell travel to elevated-risk destinations
Undergraduate student	Yes	Yes
Graduate/professional student	Yes	Yes
Faculty without students	Yes	No
Faculty with student	Yes	Yes
Staff without students	Yes	No
Staff with students	Yes	Yes
Independent Student Organizations	No	No
Those on personal travel	No	No

Who Must Register

Faculty, staff, and students are required to register all international Cornell travel in the applicable Travel Registry system of their campus before departure (see "Registering Travel" in the Procedures section of this policy).

◆**Note:** Cornell international travel undertaken without registration is prohibited and those found in non-compliance may be subject to the Campus Code of Conduct and/or lose Cornell funding.

Insurance and Travel Assistance

Cornell University has entered into contracts with vendors that provide accident and sickness health insurance (non-routine and not ongoing care), medical evacuation, political/security/natural disaster evacuation, repatriation, and a variety of other travel-support services while a traveler is traveling internationally, at least in part, on Cornell travel. Faculty, staff, and students traveling on Cornell travel are eligible for

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coverage through Cornell's vendors at no cost to them or the sponsoring unit. If a traveler requires additional coverage, it is the traveler's responsibility to seek out and purchase such at their own expense.

Confirm emergency services coverage for elevated-risk destinations. A representative of the traveler's unit must consult with International Travel Health and Safety (for Weill Cornell Medicine, the director of Risk Management and Insurance) prior to departure to an elevated-risk destination to confirm coverage for medical evacuation, security evacuation, and repatriation. In a limited number of cases, dependent upon the travel destination, coverage may not be available.

Travelers should print the emergency services ID card for Cornell's vendor for medical evacuation, security evacuation, and repatriation insurance (free for Cornell travel), and carry it at all times during travel (see "Cornell's Emergency Services Vendor" in the Related Resources section of this policy).

◆**Note:** Security evacuation is generally not possible if traveling in one's home country on that country's passport. Providing an evacuation creates a refugee situation, which limits the vendor's ability to assist.

◆**Note:** An emergency political/security/natural disaster evacuation is triggered by a situation in which the traveler is in imminent danger due to natural disaster, civil uprisings, military coups, or political unrest. Indemnified evacuation decisions are made at the discretion of the travel assistance provider's security personnel, in consultation with interested governments, security analysts, Cornell, and the traveler. Such evacuations are not performed due to a traveler's perceived threat alone nor when there are viable commercial departure options.

◆**Note:** A medical emergency evacuation is triggered by a situation in which the injured or ill traveler cannot receive the care they need at their current location. This type of evacuation is designed to transport the traveler to the nearest facility capable of providing adequate care (i.e., another facility, city, or country), not necessarily their home country.

Export Controls and Sanctions

The United States government has a variety of restrictions on the export of equipment, technology, and information, as well as on the provision of services to foreign locations and persons. These restrictions apply to items that are shipped, electronically transmitted, and hand carried out of the U.S. International travelers are strongly encouraged to review the export control website prior to travel.

U.S. sanctions strictly prohibit travel to certain countries without a license, as well as the transfer or expenditure of funds. Travel to the following countries must be approved by Cornell's Export Control Officer, prior to formal arrangements being

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made and any funds expended: Iran, Cuba, North Korea, Crimea Region of the Ukraine, Syria, Sudan and Venezuela. The foregoing list of countries is subject to change and all travelers are advised to review the export control website, prior to making arrangements for international travel. Please contact the Export Control Officer for further information regarding export controls. Note that export licenses may require a significant lead time.

◆**Note:** Some sponsored agreements limit foreign travel, may require prior approval, or apply certain constraints (e.g., Fly America Act). If you are unfamiliar with these terms, please consult your unit manager or financial transaction center/business service center or Sponsored Financial Services prior to arranging your travel.

Trip planning support is available from the Office of the Vice Provost for International Affairs and from Export Controls.

High Risk Travel Loaner Program

Taking a laptop or mobile device when traveling significantly increases the possibility of data and identity theft. For individuals who are traveling for Cornell business to high-risk countries for data security or countries with technological restrictions, a free travel loaner system makes travel easy while helping secure data. The High Risk Travel Loaner Program helps to ensure that faculty and staff will have the applications and information they need while minimizing the amount of sensitive data that is carried abroad (see "High Risk Travel Loaner Program" in the Related Resources section of this policy).

Role of the International Travel Health and Safety Program Lead

The International Travel Health and Safety program lead (for WCM units, the director of Risk Management and Insurance), or their designated alternate, is the Cornell administrator responsible for the overall international travel health, safety, and security program. These responsibilities not only include providing guidance and resources prior to travel but also the coordination of any campus response to an incident affecting any person engaged in Cornell travel. The International Travel Health and Safety program lead may proceed as follows when a situation arises internationally requiring their attention:

- Act as lead administrator in support of international travel safety in support of Cornell travel; member of the International Travel Advisory and Response Team (ITART).
- Respond and/or coordinate a response in the event of an emergency involving the health, safety, or security of a Cornell international traveler.
- Monitor international news and troubleshoot areas of potential risk.

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- Identify Cornell students, faculty, and staff who may be in danger and facilitate their safe exit from the country or region as appropriate.
- Work with units to provide advice and guidance to individuals and groups who plan to travel internationally.
- Support maintenance of the International Travel Registry.
- Hire contractors, as needed, or make appropriate arrangements that, in ITART's judgment, are in the best interest of the group at risk and will facilitate their safe return to the United States.
- Update or coordinate notice of appropriate university executives, families, and other interested university units, as appropriate, during and after an emergency.
- Facilitate medical care and counseling as needed as a result of an emergency.

Role of the Off-Campus Activity Leader (OCAL)

The Off-Campus Activity Leader (OCAL) is defined as that person or persons (faculty, staff, or student) who lead or oversee student activities abroad. The OCAL is the Cornell authority responsible for on-site guidance and being a liaison to all local, national, and Cornell resources. The OCAL is generally the subject matter and destination expert with authority to make responsible decisions for fellow travelers with regard to their health, safety, and security. The OCAL's responsibilities begin prior to departure and continue through return to the U.S. OCALs must:

- Be familiar with the situation on the ground in the destination region.
- Perform due diligence toward the health and safety of student travelers.
- In most cases, directly oversee and accompany student travel.
- Report any and all incidents that impact the health, safety, and security of the Cornell community abroad to the appropriate office, unit, and/or administrator.
- Contribute to pre-departure information sessions as it pertains to destination specific information and travel logistics.
- Comply with any training required by the Office of the Vice Provost for International Affairs (OVPIA).
- Verify off-campus activity participants have met pre-departure requirements such as, but not limited to, travel registration, training required by OVPIA, and those that are program specific.
- Comply with all federal and state laws, including, but not limited to, reporting of applicable incidents to satisfy University Policy 6.4, Title IX, and the Clery Act.

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- Act as a Campus Security Authority (CSA) when accompanied by students abroad.

ITART (International Travel Advisory and Response Team)

The university maintains two International Travel Advisory and Response Teams (ITART), one for Ithaca campus units and one for Weill Cornell campus units. They have the same primary functions:

(1) to advise travelers and consider requests for exceptions to this policy prior to international travel, and

(2) to respond to emergencies in conjunction with Cornell's vendor for international emergency services.

If possible and necessary, the International Travel Health and Safety program lead (for WCM campus units, the director of Risk Management and Insurance), who is a member of ITART, will take the lead role to support and assist faculty, staff, and students when they are faced with emergencies while traveling or in residence internationally. Emergencies may include outbreaks of violence, political unrest, or medical emergencies. The team may be called upon to convene by phone, email, or in person.

◆**Note:** Other support services are available on university campuses to support travelers when they return or to support ITART, as necessary. These services include counseling services, medical services, student health insurance services, and crisis management services.

Composition of ITART

For Ithaca campus units, the following are members of ITART:

- Vice Provost for International Affairs, chair
- Representative from Risk Management and Insurance
- Representative from University Counsel
- Representative from the Dean of Students
- Representative from the Office of Global Learning
- Representative from Global Operations
- International Travel Health and Safety program lead

This group will solicit participation of other administrators, as needed.

Elevated-Risk Destinations

Elevated-risk destinations are those that have been determined to be of elevated risk by the International Travel Advisory and Response Team (ITART) based on a variety

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of sources, including the U.S. Department of State, the Centers for Disease Control, international risk intelligence providers, and regional experts. Cornell travel to these destinations is prohibited unless an exception has been approved in advance by the appropriate ITART. See "Elevated-Risk Destination List" in the Related Resources section of this policy.

◆**Caution:** If an elevated-risk alert is issued for a destination while a traveler is in that destination, the traveler may be required to leave the destination at their own cost.

Cornell Travel to Elevated-Risk Destinations

Cornell strongly discourages all travel to elevated-risk destinations if other viable options are available. Cornell travel involving students to these destinations is prohibited unless preapproval has been secured through the International Travel Advisory and Response Team (ITART). This process is initiated by submitting the "ITART Pre-Approval Petition" (see "Travel Registry" in the Related Resources section of this policy).

Travelers found in non-compliance may be subject to the Campus Code of Conduct.

◆**Note:** Travelers should begin this process well in advance of travel to provide time to receive a decision prior to making flight or other non-refundable arrangements (6-8 weeks).

Medical students at Weill Cornell Medicine are required by the Office of Global Health Education to sign a waiver if traveling to an elevated-risk destination.

All students at Ithaca-based locations or Cornell Tech are required by the Office of Risk Management and Insurance to sign a Hold Harmless and Standards of Conduct agreement for all travel regardless of risk level. This agreement is signed during the travel registration process.

OCAL-Led Group Travel to Elevated-Risk Destinations

Group travel to elevated-risk destinations must be preapproved by ITART. This approval should be sought by the Off-Campus Activity Leader (OCAL) on behalf of the group. An ITART petition should be filed at least 6-8 weeks in advance of the travel and before any university funds are committed. OCALs are encouraged to file the ITART petition as soon as the program logistics are known (itinerary, partnerships, approximate number of travelers) and prior to student recruitment. If approved, all travelers must be registered in the International Travel Registry.

◆University units are prohibited from financially supporting travel to elevated-risk destinations through travel grants or any other means, except in the case of Cornell travel that has been preapproved by ITART.

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◆ITART may decide at any point to revoke an approval to travel to an elevated-risk destination for health, safety, or security concerns with no assumption of financial responsibility.

◆If ITART determines that remaining in a location or country poses unacceptable risk for any reason, ITART may advise the traveler to leave the country. Failure to heed ITART's advice may cause cancellation of any university-offered travel services.

◆ITART may decide at any point to restrict any member of the Cornell community from traveling to any destination if health, safety, security, or federal or state law compliance concerns arise.

Senior Administrative Staff Travel

It is recommended that no more than three senior administrators travel domestically or internationally in the same aircraft.

OCAL-Led Group Travel

Group travel led by an Off-Campus Activity Leader (OCAL-Led Group Travel) encompasses those groups of undergraduate, graduate, and/or professional students, alumni, or the public traveling internationally, on Cornell travel activities tied to an educational purpose, whether for credit or not, when an OCAL is traveling with them. Examples of these are "field trips" embedded in a semester-long course and School of Continuing Education and Summer Sessions off-campus programs.

In order to serve the health, safety, and security interests of these groups and remove undue burden from their administration, the following applies:

- For OCAL-led Group Travel internationally, the OCAL or their designee must provide key program and participant information to International Travel Health and Safety for upload into a central database to support the campus response to emergency situations. This will alleviate the need for individual travelers to register their travel but will require the OCAL to ensure signature of the Hold Harmless Agreement and Standards of Conduct (see "Group Registration Process" in the Related Resources section of this policy).

- OCALs must participate, prior to travel, in online training managed by Global Cornell, which outlines and confirms understanding of baseline expectations and responsibilities related to the practical aspects of program leadership, including applicable federal and state law compliance, such as University Policy 6.4, Title IX, and the Clery Act. This training must be completed once per calendar year during any year the OCAL takes students abroad.

- All student participants must partake in a standard, online pre-departure orientation that outlines and confirms understanding of essential health,

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safety, and security information. It is the OCAL's responsibility to confirm compliance. This training must be completed once per calendar year during any year Cornell international travel is undertaken.

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Risk Management for International Travel

PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Registered Travel

Registration of travel happens in one of two ways:

(a) individuals self-manage this process by registering travel plans in the International Travel Registry system, or

(b) sponsoring units or Off-Campus Activity Leaders (OCAL) process group registrations (see "Group Registration Process" in the Related Resources section of this policy).

It is the responsibility of the international traveler to determine which process is appropriate. It is imperative that a complete itinerary be shared, along with program dates and locations.

Travelers are strongly encouraged to also register with the U.S. Embassy or Consul for their destination via the U.S. Department of State website (see "Smart Traveler Enrollment Program" in the Related Resources section of this policy). Doing so can be critical in an evacuation situation.

◆**Note:** Non-U.S. citizens should inform the embassy/consulate of their home country in their international-destination country.

◆**Note:** The International Travel Registry is not monitored or reviewed on a regular basis. The information collected will assist the university to communicate with you in the event of an urgent safety, security, or health incident or situation, but does not guarantee that assistance can be provided.

Standards of Conduct

Although academic requirements and coursework standards for study off campus parallel those for study on campus, standards of acceptable behavior are likely to be different and more stringent during international travel and study abroad. Even actions that might be only mildly troublesome on campus and routinely handled by established disciplinary procedures may be much more serious abroad due to their impact on the group's educational program, or due to the laws of the host country or location. All participants are expected to maintain a high level of maturity and focus, and to exhibit conduct that supports academic goals while reflecting positively on themselves and the program. Violations of program-specific standards of conduct and/or egregious misconduct may result in the dismissal of program participants.

◆ **Caution:** Students traveling internationally on Cornell travel are prohibited from driving any type of motor vehicle, motorcycle, moped, etc., without explicit permission from the International Travel Advisory and Response Team (ITART). Even with Cornell permission, it is the traveler's responsibility to ensure they have

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PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH, continued

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the proper driving license, permit, and/or training to operate a motor vehicle in their destination. Travelers found in non-compliance may be subject to the Campus Code of Conduct and/or sanctioned pursuant to applicable disciplinary mechanisms.

◆**Note:** Trip organizers may impose more stringent or restrictive standards of conduct on travelers based on the nature of the trip or matters of safety, culture, or practicality.

Emergency Response

International Travel Health and Safety has established an International Incident Response Plan (IIRP) that guides key administrators and units on the Ithaca campus during an incident affecting members of the Cornell community engaged in Cornell travel. The IIRP details roles and responsibilities of the International Travel Advisory and Response Team (ITART) members as well as the handling of incoming communication regarding an incident abroad.

Incoming communication and/or awareness of an incident may arrive in a variety of formats as noted in the IIRP. Generally, the International Travel Health and Safety program lead (for Weill Cornell Medicine (WCM) units, the director of Risk Management and Insurance) will be the initial point of contact, either for the affected individual, for the Cornell University Police Department per the established call tree, through Cornell's travel assistance provider, or via intelligence sources to which Cornell has access. The International Travel Health and Safety program lead, or their delegates, have responsibility for coordination of incident response and maintenance of the IIRP.

Helpful Tools for Travel Planning

Planning tools for students, faculty, and staff are available on the Global Cornell website (see the Related Resources section of this policy). Not all tools are applicable to every trip. They are provided as a resource and for educational purposes only.

◆**Note:** All information for travel abroad for students and faculty at Weill Cornell Medicine (WCM) is available on the Office of Global Health Education website (see the Related Resources section of this policy).

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PROCEDURES – WEILL CORNELL MEDICINE CAMPUSES

Registering Travel

All Weill Cornell Medicine (WCM) students travelling abroad must register their travel plans with the Office of Global Health Education and on the Travel Registry with WCM Risk Management (riskmanagement.weill.cornell.edu/travel/travel-registration).

All faculty and staff are also required to register their travel with the WCM Risk Management at riskmanagement.weill.cornell.edu/travel/travel-registration.

It is advised, but not required, to also register travel with a U.S. Embassy for the destination location via the U.S. Department of State website at step.state.gov/step/.

All WCM faculty, staff, and students are provided with medical evacuation, security evacuation, and repatriation services at no charge while on WCM-related travel. Instructions and ID cards are available online at riskmanagement.weill.cornell.edu/travel

Standards of Conduct

Although academic requirements and standards for courses or programs held off campus parallel those of an on-campus term, standards of acceptable behavior are different and more stringent for international travel. Actions that might be only mildly troublesome—and especially serious infractions of discipline—that would routinely be handled by established disciplinary procedures on campus cannot be tolerated abroad due to the impact on WCM's ability to deliver the educational program for the group. WCM expects all participants to maintain a high level of maturity and focus and conduct themselves in such a way that they bring credit to themselves and the program at all times.

The following behaviors are considered grounds for removal of a student from the program without appeal and without credit. (Upon dismissal from the program, the student must leave the program site and return to the United States immediately at their own cost. In this event, no tuition refunds will be given, as the tuition payment covers room, board, permit, and in-country transportation charges that are not recoverable once the program begins.) In addition, these and other offenses may also subject a student to formal WCM disciplinary procedures and/or criminal charges and jail time in the countries they are visiting.

1. Possession or use of, or being in the vicinity of someone known to be in possession of, illicit drugs or firearms (some firearms exceptions may be applicable for some locations and the program will inform students of such exceptions prior to leaving on the trip)

2. Drunkenness or being hung over

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3. Disorderly, abusive, or disrespectful behavior toward anyone, including other students, faculty, and local researchers and logistical staff

4. Leaving the designated hotel or camp/field station zone, or otherwise travelling without approval

5. Driving any type of motor vehicle, motorcycle, moped, etc., without explicit permission from the sponsor (which WCM would likely give only in an emergency situation), and the necessary international driving license or permit

6. Any inappropriate behavior that jeopardizes the good standing of the program vis-à-vis the hosting institution or the local community

7. Absence from the program site without prior consent of the program faculty

8. Participating in unauthorized dangerous activities (such as rock- or cliff-climbing)

9. Attempting to leave program locations or enter the U.S. with materials that legally require collecting export and/or import permits (including, but not limited to, archeological artifacts, geological structures such as rocks, and biological materials such as bones, teeth, feathers, seeds, etc.). Such violations are extremely serious, because they jeopardize ALL of the research conducted at the field station, including that of professional scientists whose careers depend on continued good relations.

10. Failing to participate in planned group activities, unless a valid excuse has been given and because of such, the faculty has dismissed the student from the obligation

Helpful Tools for Travel Planning

Planning tools for students, faculty, and staff are available on the Office of Global Health Education website at international.weill.cornell.edu.