

 <p><b>Category:</b> Administration</p> <p><b>Policy applicable for:</b> Undergraduate, Graduate and Professional Students</p>	<p><i>Policy Title:</i> <b>Student Travel</b></p> <p><b>Effective Date:</b> 08/01/2016</p> <p><b>Prior Effective Date:</b> 10/01/2012</p> <p><b>Enabling Act(s):</b></p>	<p><i>Policy Number:</i> <b>1.10.2</b></p> <p><b>Policy Owner:</b> Sr. VP for Academic Affairs &amp; Provost Sr. VP for Administration and Finance VP for Student Affairs <b>Responsible Office(s):</b> UC International Enterprise Risk Management Student Activities and Leadership Development</p>
---	--	---

### Background

University of Cincinnati students frequently travel as a part of their academic and co-curricular activities. To appropriately manage this travel and safeguard students, travel requirements have been established. The university is obligated to take all steps reasonably possible to ensure the safety of its student travelers.

### Scope

This policy applies to all student travel beyond 100 miles of the UC campus of departure or overnight travel undertaken by enrolled students, which is:

- Fully or partially funded by the University of Cincinnati; or
- Required for a course or class (academic credit issued); or
- Sanctioned by a registered university student organization, club sports team or department.

This policy does not cover:

- NCAA or USCAA student athletics travel which is regulated under NCAA or USCAA rules and regulations and is arranged by the UC Department of Athletics or UC Clermont Athletics.
- Student travel to athletic and other events as a spectator unless the travel is sponsored by the university, a student organization or for academic credit.
- Students participating in a domestic co-op when short-term international travel is included as part of the co-op placement or internship.

## Requirements

- **All Travel (Domestic and International)**

- Students are required to comply with the standards set forth in the University of Cincinnati Student Code of Conduct and with applicable university policies, procedures, rules and regulations. Noncompliance could result in disciplinary action as laid out in the University of Cincinnati Student Code of Conduct.
- A Student Travel Authorization form must be completed if university funds are used to fund any portion of the student travel.
- Travel sponsored by a student organization must be consistent with the organization's mission and constitution. Travel should be planned so as not to create any interference with academic responsibilities.
- Three or more students traveling together are considered a group and therefore require a travel monitor. The travel monitor is not required to travel with the group. The travel monitor:
  - Obtains itinerary details and contact information for each traveler by use of Student Travel Group Authorization & Contact Form; and
  - Arranges a pre-travel meeting to discuss emergency procedures; and
  - Leaves a copy of the itinerary and contact information with the group's advisor or sponsoring department.
- Faculty and staff members are also required to comply with this policy. Noncompliance could result in disciplinary action up to and including termination.
- If a student under 18 years of age is traveling, the university will require that the student's parents or legal guardian provide signature approval of the travel.

- **International Travel**

- Students are required to register with UC International and complete all relevant documentation in UC International's on-line system (Terra Dotta).
- Students agree to abide by UC International's rules and regulations, which include reading and understanding all aspects of this policy.
- Students who plan to travel abroad are expected to review the U.S. State Department's List of Current Travel Warnings and the list of countries sanctioned or embargoed by the U.S. Treasury Department Office of Foreign Asset Control (OFAC).
- Students may travel to all locations that are not included on the U.S. State Department List of Current Travel Warnings or countries sanctioned or embargoed by OFAC.
- Students planning to travel to countries with travel warnings or those sanctioned or embargoed by the U.S. Treasury Department Office of Foreign Asset Control must request an exemption by appeal to the

International Travel Oversight Committee (ITOC). Decisions of the ITOC are final.

- If a student chooses to go to a location on the Travel Warning List or a country sanctioned or embargoed by OFAC without an exemption from the policy, they may not participate in a university-sponsored program, receive support from the university or receive credits (including transfer credits) from the overseas program.
- Students who intend to take equipment or software abroad should visit the institution's Export Controls website to familiarize themselves with U.S. export control laws and regulations and determine if they are in compliance.

**Related travel procedures are mandatory and enforceable.**

- Student Travel decision tree

*Organizational units may institute policies more, but not less, restrictive than this policy (1.10.2) if desired.*

**Related Links:**

UC International: Study Abroad = <http://www.uc.edu/international/study-abroad.html>

UC International Travel Oversight Committee (ITOC) = <http://www.uc.edu/international/study-abroad/applying-to-study-abroad/travel-restrictions---exemptions.html>

U.S. State Department List of Current Travel Warnings = <https://travel.state.gov/content/passports/en/alertswarnings.html>

OFAC Sanctions = <https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>

Export Controls = <http://researchcompliance.uc.edu/exportControls/exportControls.aspx>

Student Travel Decision Tree = <http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/Student%20Travel%20Decision%20Tree.pdf>

**FORMS:**

[Student Travel Authorization Form](#) (for individuals)

[Student Travel Group Authorization & Contact Form](#)

[Student Travel Group Budget Form](#)

**Phone Contacts:**

UC International	513 556-4278
UC Export Controls	513 556-1426
Office of Enterprise Risk Management	513 558-5042
Student Activities and Leadership Development	513 556-6115