Background

The University of Cincinnati understands the need for enrolled students to travel as a part of their academic and extracurricular activities. Because the university is committed to becoming a more international institution in all of its many activities, including teaching, research, and service, it is understood that such travel will frequently be international to both traditional as well as more remote locations. All travel entails some degree of risk, but travel to some locations may involve more risk than others. This policy establishes guidelines and expectations that students must follow while on university-sanctioned or funded travel and has been adopted to better safeguard UC’s undergraduate, graduate, and professional students with regards to insurance coverage, evacuation, and emergency services, and to avoid personal and institutional liability for noncompliance with applicable law, including export control laws, Title IV, and related laws.

Definitions

**Group travel** – for purposes of this policy group travel is defined as three or more students.

**Registered university student organization** – a group of University of Cincinnati students who unite to promote or celebrate a common interest and are registered with the Office of Student Activities and Leadership Development as a UC student organization.

**Travel monitor** – a faculty or staff member or designated student organization member responsible for obtaining contact and other relevant information for each student traveler, providing the appropriate offices with such information and arranging a pre-travel planning meeting to discuss emergency procedures. Travel monitors are required...
for all student travel beyond 100 miles of the UC campus of departure or overnight group travel as described in this policy.[Travel monitor is not required to travel with student(s).]

Policy

Students, faculty and staff will have six months from the effective date of this policy to comply with the rules and procedures noted herein.

Scope

This policy applies to all student travel beyond 100 miles of the UC campus of departure or overnight group travel undertaken by enrolled students for academic credit as part of a student’s course of study or degree program, as well as to travel with no associated credit but officially sponsored by the university, including the following:

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

This policy does not cover student travel to athletic and other events as a spectator unless the travel is sponsored by the university, student organization or for academic credit. Nor does this policy apply to NCAA student athletics travel, which is regulated under NCAA rules and regulations.

General Rules and Expectations

Students participating in travel officially sponsored by the university 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.

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.

Each student must complete and submit the Student Travel Authorization Form and obtain all required signatures and the Student Travel Waiver Form prior to commencing travel.

Students traveling outside of the United States are required to register with UC International and agree to abide by its rules and regulations, which include reading and understanding all aspects of this policy related to international travel (see below).

To comply with federal regulations university-funded student travel associated with academic credit must be processed as a financial aid award via the E160. The awarding
department may process the E160 as a non-financial aid award only when student travel is not related to course or class work that results in academic credit.

Any university funding provided to a student traveling as an employee must be processed in accordance with the Travel Expenses Policy (2.1.6) and reimbursed through Accounts Payable.

Travel Monitor

All overnight group travel covered by this policy must be monitored by a faculty or staff member of the sponsoring unit or by a student organization representative.

The travel monitor is required to obtain itinerary details and contact information from each student traveler using the Student Travel Group Contact Information Form for domestic travel, or via the forms provided by UC International for international travel. Other forms are permitted if they provide, as a minimum, the same information. The travel monitor is required to leave a copy of the itinerary and contact information with the faculty or staff advisor or with the sponsoring department. The travel monitor is also required to arrange a pre-travel meeting with the student travelers to plan how they will handle emergency situations.

Rules and Expectations for Students Traveling Internationally

Students traveling abroad on university-administered and university-approved programs or for academic credit, and students participating in university-sponsored non-credit international programs, may travel to all locations that are not on the U.S. State Department List of Current Travel Warnings.

Students are required to complete five (5) forms, which must be returned to UC International Programs (see Forms, below):

1. Education Abroad Emergency Information Form
2. Health Insurance Form
3. Student Health/Emergency Treatment Authorization Form
4. International Student ID Card (ISIC) Form (or show evidence of comparable emergency and travel insurance coverage)
5. Education Abroad Program Agreement Form, including the Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program and Assumption of Risk, Waiver and Release of Liability and Indemnification.

Students who plan to travel abroad are expected to consult the U.S. State Department List of Current Travel Warnings and to explore other sources of information in arriving at their own judgment with respect to the level of risk involved with said travel. Students who are travelling to countries which are sanctioned or embargoed by the U.S. Treasury Department Office of Foreign Asset Control must clear their travel plans with the Office
of General Counsel to ensure that any required approvals or licenses are in place prior to departure.

Students who intend to take equipment or software abroad should visit the institution’s Export Controls website (see Related Links) to familiarize themselves with U.S. export control laws and regulations and determine if they are in compliance. Students are also encouraged to contact the Export Control Team at (513) 558-ISEC or via e-mail.

Students who wish to travel to countries that appear on the US State Department List of Current Travel Warnings must request an exemption by appeal to the International Travel Oversight Committee (ITOC) (see Forms). The ITOC decisions are final.

If the ITOC approves an exemption for a student under 18 years of age, then the university may require that student's parents to sign if the university determines for each such student that, under the totality of the circumstances, the student's travel could present a threat to the safety or health of that student or others.

If a student chooses to go to a location on the Travel Warning List 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 may request exemption from the requirement to purchase the International Student ID Card (ISIC) card for supplemental emergency and travel insurance by providing UC International Programs with evidence of comparable coverage.

Emergency Procedures

Students and travel monitors will be familiar with UC’s Student Related Critical Incidents Response Policy (4.1.1), and will follow procedures outlined in that document in case of an emergency while traveling.

UC International will be the first source of information to be consulted in case of a health emergency, natural disaster, or civil unrest in an international location that requires assistance or evacuation.

Noncompliance

A traveler's failure to comply with this policy may jeopardize the university's ability to provide emergency services, could jeopardize the receipt of academic credit or degree, and could result in substantial penalties under applicable law. In addition, a faculty or staff member’s failure to comply with this policy could result in disciplinary action up to and including termination. A student’s failure to comply with this policy could result in a disciplinary process as outlined in the Student Code of Conduct, regardless of any action by other authorities including city or state police, or local, state, or federal courts.
Procedures and Resources

1. **Travel Authorization Form.** All student travelers must complete a Travel Authorization form (see Forms) as per Policy 2.1.6 if the travel is university sponsored or approved. If students are traveling as a group, a list of all student travelers may be used to complete the form. The individual who approves the Travel Authorization shall forward a copy of any Travel Authorization form that involves international travel to UC International at ML 0640.

2. **Student Travel Decision Tree.** If the Student Travel policy applies to a student’s travel, use the Decision Tree to decide which forms and procedures are required.

3. **Travel Advisories and Restrictions.** U.S. State Department travel warnings, Treasury Department travel restrictions and other resource information may be found at the website of UC International. No person shall be required to travel to a location on the list of Current Travel Warnings.

4. **Insurance.** International Student ID Card (ISIC) Form (or show evidence of comparable emergency and travel insurance coverage) (see Forms).

5. **Export Control Regulations.** Student travelers who intend to take equipment or software abroad must check with the UC Information Security website regarding Export Controls (see Related Links) to insure that they are in compliance with Federal export control regulations.

6. **Financial Aid Forms.** Appropriate financial aid forms must be completed.

7. **Travel Monitor Guide.**

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

Related links:

- Centers for Disease Control Travelers' Health
- Financial Aid
- OFAC Sanctions Programs
- Student Code of Conduct
- Student Related Critical Incidents Response Policy
- Travel Expenses Policy
- UC Export Controls
- UC International
- U.S. Department of Education
- U.S. Internal Revenue Service
- U.S. State Department List of Current Travel Warnings
Forms (for travel associated with academic credit):

Student Travel Group Budget Form
Student Travel Group Authorization & Contact Form
Travel Authorization Form (for students traveling as individuals)

UC International Orientation Guide & Forms contains forms:
- Education Abroad Emergency Information Form
- Education Abroad Program Agreement: Assumption of Risk, Waiver and Release of Liability, and Indemnification Form
- Health Insurance Form
- International Student ID Card (ISIC) Form
- Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program
- Student Health/Emergency Treatment Authorization Form
- Time Away Form

UC International Travel Exemption Form (need link)

Forms (for non-academic credit travel):

Student Travel Group Authorization & Contact Form
Travel Authorization Form (for students traveling as individuals)

UC International Orientation Guide & Forms contains forms:
- Education Abroad Emergency Information Form
- Education Abroad Program Agreement: Assumption of Risk, Waiver and Release of Liability, and Indemnification Form
- Health Insurance Form
- International Student ID Card (ISIC) Form
- Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program
- Student Health/Emergency Treatment Authorization Form
- Time Away Form

UC International Travel Exemption Form (need link)

Phone Contacts:

Department of Student Life 556-5250
Export Control Team 558-4732
Financial Aid 556-1000
Office of General Counsel 556-3483
Office of Risk Management and Insurance 584-5042
Sponsored Research Services 556-1470
Student Activities and Leadership Development 556-6115
UC International 556-4278
Organizational/academic unit
Is student(s) traveling as student(s) or UC employee(s)?

Policy 1.10.2 does NOT apply; follow Travel Expenses Policy 2.1.6

Student(s) traveling over 100 miles away from campus of departure?

Policy 1.10.2 does NOT apply

Policy 1.10.2 Applies

Is travel domestic or international?

Domestic

Confer with UC International on all aspects of travel planning.

International

Is travel associated with academic credit?

Student Organization?

Is any part of travel funded by the university?

No financial aid processing required

Group or Individual Traveling?

Is any part of travel funded by the university?

Yes

E160 processed as non-financial aid award or paid directly by university unit/dept

No financial aid form required

Individual

Submit Student Travel Authorization Form

Group

Submit Student Travel Group Authorization and Contact Form

Individual

Submit Financial Aid Consortium Agreement

Group

Submit Student Travel Group Budget Form

Title IV or Non Title IV?

Title IV

Submit Financial Aid Contractual Agreement

Non Title IV

Submit Student Travel Authorization Form
Travel Monitor Responsibilities

- Hold pre-travel planning sessions with participants
- Complete Travel Itinerary & Roster form and submit to appropriate on-campus contact
  - Detailed itinerary
  - Emergency contact information for participants
- For international travel, contact UC International to schedule a pre-departure orientation

Trip pre-travel planning session with participants

- Provide trip overview
- Detailed itinerary
- Establish emergency plan
- Remind students that Student Code of Conduct applies on travel
- Answer questions

Some questions to consider during discussion of travel plans – what is our plan if:

- a participant becomes ill and has to stay behind?
- a participant becomes separated from the group?
- someone misses a flight, bus, etc.? Car breaks down?
- a participant is arrested?
- the group leader becomes ill or incapacitated?
- a natural disaster occurs on-site?
- participants are not together when an emergency occurs? Where will the meeting point be?
- a participant is robbed or loses their identification as well as money?

Resources:

UC International Crisis Management Guide
UC Student Code of Conduct
UC Student Related Critical Incidents Response Policy (4.1.1)
Student Travel Resources and FAQ

Resources

Student Travel Policy 1.10.2 (link)

Forms:

- Student Travel Group Budget Form (link)
  Used for any group traveling and receiving academic credit. Information used by Student Financial Aid Staff to adjust students’ financial aid packages where applicable.
- E160 Account/Contract Setup Form
- Student Travel Group Authorization & Contact Form (link)
  Completed by Travel Monitor. Serves as authorization for travel and must include itinerary and roster with emergency contact information.
- Financial Aid Consortium Agreement (link)
- Financial Aid Contractual Agreement with Foreign Schools Ineligible to Award or Accept Title IV Funds (link)

Tools:

- Student Travel Decision Matrix (link)
  Helps faculty and staff determine when the Student Travel Policy applies and defines procedures for compliance and travel planning.
- Emergency Contact Card Template (link)
  Customizable template to provide travelers with contact information unique to their itinerary
- Student Code of Conduct
- Student Related Critical Incidents Response Policy
- Travel Monitor Guide

Related Links:

- UC International
FAQ

Q: Some students may arrive at a program location earlier or later than actual program times. When completing the Student Travel Group Authorization & Contact Form, is it appropriate to include the actual program itinerary, or each students’ entire trip information

A: The form should be completed using the actual program itinerary.

(more to be added)
Please print or type all responses

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<th>Name of Traveler:</th>
<th>M#</th>
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<td>Academic Department or Student Organization Name:</td>
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<td>Traveler’s Phone Number:</td>
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<td>Name of Emergency Contact Person:</td>
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<td>Emergency Contact Phone Number:</td>
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Purpose of travel: 

Itinerary Details (or attach itinerary):

Travel is: Domestic International

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<th>Travel Dates:</th>
<th>Destination(s):</th>
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Indicate any dates within travel period that are for personal travel:

Submitted by:

Approved by Sponsoring Department/Organization:

Traveler’s Signature*

* When using a personally-owned vehicle for travel, this signature certifies the traveler has a valid U.S. or Canadian driver’s license and the required insurance coverage.

Signature of Approver* Date
Please print or type all responses

Travel Monitor Name and Affiliation with Group:

Academic Department or Student Organization Name:

Reason for Travel:

Travel Itinerary

Travel is:  □ Domestic  □ International
Travel Dates:  Destination(s):
              
              to
              to
              to

Will a faculty member or advisor be accompanying the students on the trip?  □ Yes (provide name, email and phone no.)  □ No

Mode(s) of Ground Transportation
Check all that apply

Applicable Requested Information

□ UC Transportation van, bus or automobile
□ UC Org Unit Vehicle (provide unit name)
□ Private Automobile(s) (provide license no(s) and owner names)
□ Chartered bus/vehicle (provide company name, address, phone and name of UC employee booking reservation)
□ Other (provide carrier contact information and name of UC employee booking reservation)

Flight information (or attach airline itinerary)
(include airline name, flight numbers and dates/times of travel)

Accommodations
(include facility name(s), address(es) and phone number(s))

Submitted by:

Travel Monitor’s Signature/Date  Print Name

Submitted to:

Campus Contact Signature/Date  Print Name

Authorized by:

Sponsoring Department/Organization/Date  Print Name
**Travel Roster** *(please print or type)*

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<th>Name of Traveler</th>
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<th>Emergency Contact Person</th>
<th>Emergency Contact Phone Number</th>
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This form must be submitted for any UC program in which a group of students is traveling and receiving academic credit, including (but not limited to) domestic study tours, study abroad programs, and service-learning programs. This assures university compliance with Title IV and federal regulations. The information provided on this form will be used by Student Financial Aid staff to adjust students’ financial aid packages where applicable. Student travel groups must follow policies and procedures outlined in the Student Travel Policy (1.10.2).

Along with program costs, information must be provided regarding departmental funding utilized to offset students’ costs. This refers to funding that is provided directly from the department’s budget. Departmental funds used towards the program must be awarded to students through the E-160 process.

To create an E160 complete the “E-160 Account/Contract Set Up Form” found on the Bursar forms webpage (http://www.uc.edu/af/bursar/forms.html). Account codes must reflect aid (Functional Area = 7 and G/L between 550100-552000). Once the E160 is set up, the aid can be awarded by the department via the E160-CONTRACT function in UniverSIS. If University of Cincinnati funds provided are less than $100 per student, submission of this form is not required.

Please print or type all responses. Please attach a list of participating students with student ID numbers.

Program or Course Title: _________________________________________

Course Number(s):_______________________________________________

Program Leader(s) and/or Instructor(s):____________________________

Departmental Contact (the person who is assisting with the E160 process):
_____________________________________________________________

Semester Offered: ___ Fall   ___ Spring   ___ Summer   Year: 20______

Travel Dates: __________________________________________________

Location:_______________________________________________________

Departmental Account Information
G/L: ___________________________________________________________
Fund: __________________________________________________________
Cost Center: ____________________________________________________
Functional Area: 7_______________________________________________
Internal Order: _________________________________________________

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<td>Accommodations</td>
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<td>Additional meals (estimated)</td>
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<td>Airfare (___ included or ___ estimated)</td>
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<td>Ground Transportation</td>
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<td>Books/Course Supplies</td>
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<td>Additional Costs</td>
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**TOTAL BUDGETED COST** $   

Amount provided per student via departmental funds $   

**TOTAL STUDENT COST PER STUDENT** $   

Submit to Student Financial Aid ML0125
**Participating Students** *(please print or type)*

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Lewis Owen (Instructor) (513) 410-2339
D’Coconut Grove Hotel (888) 691-5939
(8686) 377-0434
Royal Hotel (868) 652-3924
UC Honors Main Line (513) 556-6254