CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: International Travel Policy for Employees
Policy Number: 1035
Functional Area: Functional Area

Date Submitted: October 8, 2019
Proposed Action: Approve Update
Brief Description: This policy provides guidance for University of Colorado Denver | Anschutz Medical Campus employees and associated travelers regarding international travel.

Desired Effective Date: January 1, 2020
Responsible University Officer: Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus
                    Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado

Responsible Office: Office of International Affairs
Policy Contact: Joanne Wambeke
Last Reviewed/Updated: January 1, 2013
Applies to: University of Colorado Anschutz Medical Campus
            University of Colorado Denver
            University of Colorado south Denver Location

Reason for Policy: This policy provides guidance to university employees to mitigate and manage risk inherent in international travel. Such travel includes all international travel related to the employee’s professional responsibilities.

I. REASON FOR PROPOSED ACTION

A change in the way the U.S. Department of State (USDOS) evaluates travel risk precipitated a review of all international travel-related policies. Language changes were required to be consistent with the USDOS’ travel advisory levels. Additionally, the process for registering one’s international travel has largely been automated by the uploading of reservations made through the University’s travel agency, Christopherson Business Travel (CBT), and to the University’s travel assistant provider, International SOS. A methodology for determining high-risk countries has also been recently approved and CBT has mechanisms in place to stop the purchase of flights to these countries pending further vetting and approval of upper administration.
Language was updated to include the ever-expanding types of travel (such as adventure travel) and a paragraph (C.6.e.) was added denoting the consequences of violating the policy.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (TBD)
Legal (TBD)
Vice Provost (L. Bowman, TBD)
Deans (TBD)
AVC Academic Operations (N. Viveiros, TBD)
AVC Human Affairs (C. Brownawell, TBD)
Faculty Assembly CU Denver (TBD)
Faculty Assembly CU Anschutz (TBD)
ADASG (TBD)
ASAL (TBD)
University Risk Management (F. Perry, L. Smith, P. Brodnik, 10-3-19)
Associate Vice Chancellor of International Affairs (A. Jones, 10-4-19)
Associate Director, International Operations (J. Wambeke, ongoing involvement)
Office of Global Education (J. Tharp, S. Hamidi, E. Wheeler, N. Herrin, 10-4-19)
Director, Student Life (T. Watts, 10-4-19)
Emergency Management (Cory Garcia and Larry Middlebrooks, TBD)
Export Controls (Christine Ahearn, TBD)
Academic Planning Coordinator (M. Heredia, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. N/A.

2. If yes, what is your plan to get the legal review? Will ask Legal EA to assign an attorney to review.

3. Date legal review completed: XX/XX/XXXX

4. Person completing legal review: TBD

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No