Policy Title: Oversight of International Travel by University of Colorado Denver Faculty, Staff and Students

Source: Provost’s Office

Prepared By: Office of International Affairs

Approved by: (Chancellor)

Effective Date:

Replaces: NA

Applies to: All campuses

Introduction

This policy outlines the oversight responsibility of the Office of International Affairs for all university-related international travel undertaken by University of Colorado Denver faculty, students, staff and non-university-affiliated travelers accompanying university international travelers. Because of the risks to the university, its employees and students that may arise from international travel, such as political unrest, violence, natural disasters and health threats, the Office of International Affairs is granted oversight of all international travel.

Policy Statement

The role of the Office of International Affairs (OIA) is to establish policies pertaining to safe risk-managed international travel, to outline procedures and provide guidelines for the implementation of these policies, and to provide oversight and review of international travel activities within nationally recognized standards of best practice.

Within the Office of International Affairs, the Office of Global Education is responsible for direct oversight of all student-related international travel.

The Office of International Affairs shall also establish guidelines, protocols, and procedures it deems necessary to manage the risks associated with international travel. Any employee, student, or non-university-affiliated traveler accompanying university international travelers shall abide by the guidelines, protocols, and procedures of Office of International Affairs and any limits it may place on international travel. Only the Provost may approve announcements of university travel restrictions.
The Office of International Affairs will establish an International Risk Management Committee (IRMC) to assist with execution of its international risk management responsibilities. The IRMC is charged to assess the University’s international risk, to recommend new policies that will enhance university international risk management and risk mitigation capacity, to develop international risk management services and protocols, and to provide continuous oversight and review of international risk.

The International Risk Management Committee is composed of the Assistant Vice Chancellor for International Affairs, Director of Global Education, Director of University Risk Management, and other members deemed necessary by the Office of International Affairs or the Provost. The International Risk Management Committee reports to the Provost.

**Required Travel Authorization**

Personnel traveling under the auspices of the university are required to obtain a Travel Authorization following established university guidelines: [https://www.cu.edu/articles/upload/4024.pdf](https://www.cu.edu/articles/upload/4024.pdf). International travel strictly for personal or other reasons that do not pertain to their roles as employees or students of the University of Colorado Denver is not covered by this policy.

**Restrictions on International Travel**

The Provost, in consultation with the International Risk Management Committee, may limit travel to international locations or study abroad programs in locations deemed unsafe or an unacceptable risk for UC Denver employees and students. Any ruling restricting travel abroad may be appealed to the Provost. Only the Provost may approve official announcements of university travel restrictions.

**References**

University of Colorado Administrative Policy Statement “International Travel” 2007 (LINK)

University of Colorado Fiscal Policy: Travel Authorization, APS Number: 4024, effective January 1, 2011 (LINK)