

Campus Administrative Policy

Policy Title: Oversight of University-related International Travel

Policy Number: 1036 Functional Area: Academic and Faculty Affairs

Effective:	January 1, 2021
Date Last Amended/Reviewed:	February 4, 2021
Date Scheduled for Review:	January 1, 2028
Supersedes:	Oversight of International Travel by Faculty, Staff and Students (January 1, 2013)

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Prepared by:	Office of International Affairs
Reviewing Office:	Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer:	Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: Anschutz Medical Campus
 Denver Campus
 South Denver Location

A. Introduction

This policy outlines the oversight responsibility of the Office of International Affairs for all international travel taken under the auspices of the University of Colorado Denver | Anschutz Medical Campus. Because of the risks that may arise from international travel, such as

political unrest, violence, natural disasters and health threats, the proactive measures required to mitigate those risks, and the reactive emergency response protocols that may be required, the Office of International Affairs is granted oversight of all university-related international travel.

B. Policy Statement

1. The role of the Office of International Affairs (OIA), in part, 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.
2. Within OIA, the Office of Global Education is responsible for direct oversight of all university-related student international travel.
3. The [International Risk Management Committee \(IRMC\)](#) assists OIA with execution of its international risk management responsibilities.
 - a. The IRMC is charged to assess the university's international risk, to recommend policies that will enhance university international risk management and risk mitigation capacity, to develop international risk management services and protocols, to provide continuous oversight and review of international travel risk, and to create protocols and training for responding to serious incidents abroad.
 - b. Assessment of risk for international travel is entrusted to the IRMC. The IRMC is composed of the Associate Vice Chancellor of the Office of International Affairs, Director of the Office of Global Education, Director of University Risk Management for CU Denver and CU Anschutz, the head of International Operations, a faculty representative from each of the two faculty assemblies at CU Denver and CU Anschutz

and other members deemed necessary by OIA or the Provost.
The IRMC reports to the Provost.

4. Authorization for official university business travel is required in advance of the trip. Refer to University of Colorado System Administrative Policy Statement (APS) 4024, *Travel Authorization* as well as Campus Administrative Policy 1035, *International Travel Policy for Official University Business* and Campus Administrative Policy 7015, *International Travel Policy for Students*. International travel strictly for personal or other reasons that do not pertain to roles at the University is not covered by this policy. (Note: Grant-funded international travel, where the grant is processed through the University of Colorado or the CU Foundation, is subject to this policy as well as to any regulations set by the granting agency.)
5. The IRMC and OIA shall establish guidelines, protocols, and procedures deemed necessary to manage the risks associated with international travel. Any individual traveling internationally under the auspices of the university shall abide by the guidelines, protocols, and procedures of OIA/IRMC and any limits placed on international travel by the university.

C. Restrictions on International Travel

The university, in consultation with the IRMC, may limit travel to international locations deemed unsafe or at an unacceptable risk for university travelers. Any ruling against international travel may be appealed to the Provost through the IRMC.

Notes

1. January 1, 2013: Adopted by the Chancellor.
June 7, 2018: Modified.
January 1, 2021: Revised
2. History:

June 7, 2018: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

January 1, 2021: Revised as part of the review of a set of international travel policies (campus policies 1035 and 7015). Clarified membership of the IRMC and other clarifying language on scope of responsibility and authority.

3. Initial Policy Effective Date: January 1, 2013
4. Cross References/Appendix:
 - [University of Colorado Administrative Policy Statement 4024, Travel Authorization](#)
 - [Campus Policy 1035, International Travel Policy for Employees](#)
 - [Campus Policy 7015, International Travel Policy for Students](#)