A. INTRODUCTION

This policy outlines the oversight responsibility of the Office of International Affairs for all university-related international travel undertaken by the University of Colorado Denver | Anschutz Medical Campus 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 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 the OIA, the Office of Global Education is responsible for direct oversight of all university-related student-related international travel.

3. The Office of International Affairs will establish an International Risk Management Committee (IRMC) to assist OIA with execution of its international risk management responsibilities.
   a. 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 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 Assistant Vice Chancellor for the Office of International Affairs, Director of Director of the Office of Global Education, Director of Director of the head of University Risk Management for CU Denver and CU Anschutz, and the head of Director of International Operations, a faculty representative from each of the two faculty assemblies at CU Denver and CU Anschutz (selected by the respective faculty assembly) and other members deemed necessary by the OIA or the Provost. The IRMC reports to the Provost.

4. Personnel Authorization for official university business travel is required in advance of the trip. Refer to Any Individual traveling under the auspices of the university are required to obtain a Travel Authorization following established university guidelines. 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 Travel, and Campus Administrative Policy 7015, International Travel Policy for Students. International travel strictly for personal or other reasons that do not pertain to their roles as employees of 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 any regulations set by the granting agency.)
5. The IRMC and OIA shall also establish guidelines, protocols, and procedures deemed 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 OIA/IRMC and any limits placed on international travel by the Provost.

C. RESTRICTIONS ON INTERNATIONAL TRAVEL

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

Notes

   June 7, 2018: Modified.
   April 1, 2020 (Pending): 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, 2020 (Pending): 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