

UC Berkeley International Group Travel Policy

I. Scope

The Campus International Group Travel Policy applies to all travel in connection with UC Berkeley (UCB) *sponsored* and *organized* activities that take place outside the United States. The International Group Travel Policy does not apply to **individual** travel for study, teaching, research or business purposes.

II. Definitions

Sponsored and *Organized* means any **group** activity that is **funded** or partially funded and/or **supervised** by the University. Programs, courses, and other activities with a designated faculty sponsor/supervisor fit this definition of sponsored and organized. Likewise, a summer service-learning project organized as a DeCal class, although not funded by the campus, is considered sponsored and organized because the activity has a faculty sponsor.

The travel of a graduate student conducting dissertation field research abroad would in most circumstances not be subject to this policy, whatever its funding source, because the student is engaged in **individual** travel, not participating in a **group** activity. The same would hold for a faculty member participating in an international conference, or a staff member attending a meeting abroad on UC Berkeley business. In contrast, a group of graduate or undergraduate students participating in an archeological excavation or a study tour that is part of a UC Berkeley program would be subject to the campus International Group Travel Policy.

III. Approval of International Travel

- A. All UCB-sponsored and organized international travel (through courses, study tours, excavations, service learning, and the like) are required to obtain formal approval prior to commencing travel.
- B. To obtain the necessary approval the following must be satisfied:
 1. The proposed international travel activity has a UC Berkeley sponsoring unit (a School or academic department, an Organized Research Unit (ORU), etc.).
 2. The activity has a named UC Berkeley employee who will be the “responsible individual” or supervisor of the international travel activity.

3. Prior to departure, the travel activity supervisor shall develop a brief “risk assessment and mitigation plan” to communicate to prospective travelers the risks associated with the particular international activity to be undertaken, and to mitigate the said risks.
 - a. The risk assessment and mitigation plan shall include planning for a pre-departure orientation that will incorporate a discussion of potential health and security risks, the measures to be taken to avoid them, and the steps that need to be taken should serious problems arise.
 - b. An emergency communications and procedures plan should be an explicit component of the travel risk assessment and mitigation plan.
4. In those instances when the activity supervisor will not be “on- site” or accompanying the travelers, the risk assessment and mitigation plan must include a section on how the travel activity will be supervised from afar, and should in most cases include the naming of an “on-site leader.”

IV. Approval Process

- A. Except when proposed travel is to countries for which the U.S. Department of State has issued a Travel Warning (see item IV. B. below), the campus approval of international group travel activities is delegated to the heads of the units within which the activities will occur (e.g., Deans of Schools, Chairs of Departments, Directors of ORUs, Centers, Institutes, and programs such as Summer Sessions).¹
 1. In approving an international travel activity, the unit head is expected to vet the program with respect to the four criteria set forth under item III.B., above.
 2. At the time of approval, the unit head shall send a notification *via* email or campus mail to the International Group Travel Coordinator. The notification shall contain the destination and time period of the travel activity; the name and contact information of the supervisor/”responsible individual”; the name and contact information of the “on-site leader,” if different than the supervisor.
- B. Travel to high risk areas: When travel is to be undertaken to countries for which the U.S. Department of State has issued a Travel Warning, special consideration must be given and precautions taken before such travel is approved. Therefore, a campus standing committee, the International Travel Committee, has been established to review proposals for travel to countries on the State Department’s Travel Warning list. Approval of travel to these high risk areas rests with the International Group Travel

¹ When the unit head is the sponsor/supervisor of the travel, approval is delegated to the unit’s next higher Approval Authority (e.g. Dean, Chair, Vice Chancellor, etc.).

Committee, not with the unit head as in IV.A, above. If a Travel Warning is issued after international group travel has already commenced, the group leader/on-site leader should immediately contact the International Group Travel Coordinator. The International Travel Committee will re-assess risks and may ask the group to return to the United States.

1. International Group Travel Committee:

- a. Composition: The International Group Travel Committee is appointed by the Executive Vice Chancellor and Provost, and is composed of individuals (faculty and administrators) with extensive international travel experience, and, as far as is possible, should include individuals who have led travel groups and who have had experience in countries on the Travel Warning list. Where it lacks expertise, the Committee will consult with individuals outside the Committee who do possess expertise about and experience in the country of the proposed travel activity. The Committee will also consult with other external sources of information, such as the Center for Disease Control advisories, the detailed “Country Specific Information” compiled by the State Department on every country in the world, and the country reports available through the University of California’s travel insurance carrier.
- b. Approval Process: Individuals or units seeking to sponsor travel to countries on the State Department’s Travel Warning list shall provide the International Group Travel Committee with a proposal detailing the benefits of the proposed travel, the factors that mitigate the risks attendant to the proposed travel, and the reasons the proposed travel should be considered sufficiently safe in light of the existing Travel Warning.
The Committee, in considering proposals and deciding on approvals, weighs a variety of factors. Key questions include: How significant is the travel in relationship to the University’s research, teaching, and service missions? Who will be traveling; graduate students, undergraduates? What type of in-country activity will the travelers engage in? How relevant are the concerns raised in the Travel Warning to the particular locale in which the travelers will reside and the specific activity in which they will be engaged?

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Other applicable UC travel policies and resources:

1. UC Traveler Insurance Coverage Application (free for UCB sponsored and organized travel): <http://www.uctrips-insurance.org/>
2. Business and Finance Bulletin G-28, Policy and Regulations Governing Travel: <http://www.ucop.edu/ucophome/policies/bfb/g28.pdf>
3. Business and Finance Bulletin B-74, Business Travel Accidental Insurance: <http://www.ucop.edu/ucophome/policies/bfb/bus74.pdf>.