

International Travel Policy for Individual Faculty Research and Scholarship

The following is a summary of the required registration procedures for faculty who travel without students on University-sponsored (*) travel:

1. In the interest of protecting faculty health and safety, as well as providing support in an incident or emergency, all faculty members must complete the on-line Travel Registration Form from the Center for International Programs (CIP) website (<https://internationalprograms.sju.edu>). Registrants are strongly encouraged to apply 90 days in advance of travel.
2. All faculty must sign the International Travel Policy for Faculty Research and Scholarship Waiver and Release of Claims Form prior to travel to any country for which a Travel Warning has been issued or where there is reliable information of the presence of significant health or safety risks.
3. Faculty will need to seek written approval from the Provost for travel to any country for which a travel warning has been issued by the U.S. Department of State, the World Health Organization, the Centers for Disease Control and Prevention and/or the Department of Treasury's Office of Foreign Asset Control. It is also recommended that faculty seek written approval from the Provost at least 90 days prior to travel to any country for which a Travel Warning (as defined here) has been issued. The request form is available from the CIP.
4. Registration and approval, if applicable, must be complete prior to requesting faculty development funds or arranging travel with the SJU Travel Office.
5. Prior to departure, the CIP office will provide faculty members with the following support services and information (via the on-line Travel Registration):
 - a. Country-specific information from the U.S. Department of State, including any Travel Warnings or Alerts
 - b. Country-specific information from the Centers for Disease Control
 - c. Additional, country-specific information as needed
 - d. General safety advice
 - e. Insurance information

**See Definition of University-sponsored Travel document*