

# **DARTMOUTH COLLEGE TRAVEL RISK POLICY**

*Last updated: September 2012*

**TABLE OF CONTENTS**

	Page
Introduction.....	2
A. Defining Dartmouth Travel.....	2
B. Key Definitions.....	3
C. Dartmouth Travel Risk Policy.....	3
D. Travel Waivers.....	4
E. Information Resources for Dartmouth Travelers.....	6
 Appendices:	
Appendix I: Travel Waiver Requests.....	7
Appendix II: Travel Waiver Review Process & Criteria.....	7
Appendix III: Travel Waiver Monitoring & Compliance.....	8



## DARTMOUTH COLLEGE TRAVEL RISK POLICY

### Introduction

Dartmouth College is committed to supporting travel opportunities for all members of its community both domestically and abroad. Dartmouth encourages academic departments and individual faculty members to provide opportunities for off-campus and experiential study, research, fieldwork, community-based learning, internships, and other programs. These activities help faculty, students, and staff to acquire important global competencies through first hand travel experience. Support of these experiences requires us to manage the risks and weigh the potential benefits to the participants and their academic experience.

Dartmouth's Travel Risk Policy provides guidelines for assessing the risks of travel and outlines the situations in which Dartmouth travel is permitted and/or not permitted.

The following information is related to this Policy:

- Definitions of Dartmouth Travel
- Travel Warning Countries
- Policies and Procedures
- Available Resources

#### ***Core Principle***

*All members of the Dartmouth community should make well-informed travel decisions and Dartmouth will take reasonable steps to restrict Dartmouth-related travel into situations where the risk to personal safety is known to be high. No one should be coerced or required to travel to locales where there are significantly heightened health or safety risks.*

### **A. Defining Dartmouth Travel**

“Dartmouth Travel” is defined as travel by any member of the Dartmouth community related to any program or activity that:

- Dartmouth requires, supports, supervises, or may be controlled or managed by Dartmouth,
- Is financially supported through any Dartmouth account,
- Is expected to result in the granting of academic credit received for courses taken at other institutions (transfer credits).

Any member of the Dartmouth community (faculty, staff and students) who travels solely for personal reasons and without financial support by Dartmouth (i.e., without funding through *any* Dartmouth account) is

not subject to Dartmouth's travel risk policy. Individual discretion governs decisions regarding such personal travel.<sup>1</sup>

## **B. Key Definitions**

### *United States Department of State*

#### **Travel Alerts**

Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the health and security of U.S. citizens.<sup>2</sup>

#### **Travel Warnings**

Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

### *Centers for Disease Control (CDC) & World Health Organization(WHO)*

#### **Health Warnings**

These warnings are issued to alert travelers to significant health risks or conditions in various locations across the globe.

## **C. Dartmouth Travel Risk Policy**

1. No restrictions apply for Dartmouth travel to locales with a travel *alert* status only, though travelers are advised to take precautions as warranted.
2. Dartmouth will not normally<sup>3</sup> allow or financially support (through any Dartmouth account) travel to areas where a **US State Department Travel Warning, CDC Travel Health Warning, OR a WHO Advice not to Travel<sup>4</sup>** has been issued.
3. Faculty, staff and students who combine approved Dartmouth Travel with personal travel to areas where these policies would normally restrict travel must sign Dartmouth's Travel Form and apprise themselves of the risks.

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<sup>1</sup> Refer to Travel Risk Policy Section of this document for further information

<sup>2</sup> The Dartmouth Travel Risk policy applies to all members of the Dartmouth community regardless of their country of citizenship.

<sup>3</sup> Refer to the travel waiver process outlined in this document

<sup>4</sup> All of those listed are considered inclusively in the reference to "travel warnings" throughout this document

- It is the responsibility of the traveler to fully understand the risks involved with travel.
- Dartmouth urges all members of the Dartmouth community to heed US State Department Travel Warnings, CDC Travel Health Warnings and WHO Advice Not to Travel, and not plan travel to these locales. No one may be required or coerced to travel (e.g., by a faculty member, supervisor or advisor) to these areas.
- Care should be taken to avoid suggesting that a subordinate employee or student travel to such an area, to avoid creating the impression that the employee or student has been forced or coerced into traveling to the location.
- If a faculty member, supervisor or advisor becomes aware of an employee or student considering travel or planning to travel to an area with a **Travel Warning**, he or she should contact the Provost's Office.

Exceptions to this policy can be requested in the form of a *Travel Waiver Request* as outlined in the section below.

#### **D. Travel Waivers**

In situations where the traveler can demonstrate that risks can be reasonably mitigated,<sup>5</sup> a waiver may be requested from the Provost's Office and, if granted, the waiver allows Dartmouth-related travel that would otherwise be prohibited. If a waiver is granted, the College may place certain limitations on the proposed travel and the College retains the right to revoke a waiver at any time should conditions change in the country subject to a Travel or Health Warning.

Travel waivers for countries that appear on the U.S. Department of State Travel Warning list are reviewed and assessed on an individual basis.

In the assessment of risk pursuant to the review of a travel waiver request, undergraduate students are held to a higher standard in reviewing waiver requests than graduate students, and all students generally to a higher standard than faculty or staff members.

1. Unless a waiver is granted in a specific case (as described below) Dartmouth will not approve or financially support (through any Dartmouth account) travel to areas where a **Travel Warning** has been issued.

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<sup>5</sup> Reference travel waiver requirements and criteria for review in the appendix section of this policy

2. Individuals who are granted travel waivers must sign the appropriate Travel Form before departure, acknowledging the risk and personal responsibility for their decision to travel.
3. A parent or legal guardian must sign the Dartmouth Student Travel Form for undergraduate students.

Waivers for the following Dartmouth communities are decided by:

- a) **Faculty and Academic Staff:** Provost, with recommendation from the Vice Provost for Research or the applicable School Dean.
- b) **Graduate Students & Others:** Provost, with recommendation from the dean from the student's school and appropriate individuals.
- c) **Undergraduate Students:** Provost, after consultation with appropriate individuals.
- d) **Administrative Staff:** Provost, with recommendation from the Executive Vice President.

The Office of General Counsel is available to serve in an advisory role to all of the above.

***Note:** Waivers will not normally be granted for students who wish to travel to areas where the State Department, ISOS, CDC or WHO urge individuals to avoid/defer travel or have recommended against all "non-essential" travel, even in situations where the inability to travel to a particular area will disrupt a student's academic plans and may result in a delay in completing degree requirements, and regardless of student's home country. Additionally, waivers will not normally be granted for travel to areas where the Department of State has issued travel restrictions for U.S. Government employees, contractors, grantees and their dependents.*

**Waiver review decisions are final and not subject to appeal.**

## **E. Informational Resources for Dartmouth Travelers**

There are a variety of resources available for members of the Dartmouth Community for assessing risk associated with travel abroad, including information from the following:

Department of State (DoS)	<a href="http://travel.state.gov/">http://travel.state.gov/</a>
Centers for Disease Control and Prevention (CDC)	<a href="http://wwwnc.cdc.gov/travel/default.aspx">http://wwwnc.cdc.gov/travel/default.aspx</a>
World Health Organization (WHO)	<a href="http://www.who.int/">http://www.who.int/</a>
International SOS (ISOS)	<a href="http://www.internationalsos.com/">http://www.internationalsos.com/</a>

Please refer to Dartmouth's emergency and travel web sites for information about planning for travel, the risks of travel, and ways to avoid or better handle emergencies. Information on these issues, as well as business travel insurance, foreign liability coverage, and International SOS, are available on Dartmouth's Office of Risk and Internal Controls Services website:

<http://www.dartmouth.edu/~rmi/rmstravel/>

To find out more about availability and access to your regular medical benefits and life insurance, contact your insurance and/or medical care providers.

Prior to traveling, members of the Dartmouth community are urged to check the ISOS, DoS, CDC and WHO web pages for current information about their destination(s).

Dartmouth community members who are engaging in Dartmouth Travel, as defined above, are required to register with International SOS and must complete the College's Travel Form, acknowledging the risk associated with the proposed travel.

## **APPENDIX I: Travel Waiver Requests**

As noted in the Travel Risk Policy, undergraduate students are held to a higher standard in reviewing waiver requests than graduate students, and all students generally to a higher standard than faculty or staff members. The appropriate waiver request forms can be requested from the Provost's Office.

### **Materials required for a Travel Waiver Review:**

#### **Undergraduate, Graduate Students, & Alumni**

- Appropriate Travel Waiver Request Form
- Supervisor Health & Safety Statement
- Copy of Dartmouth funding application, if applicable

#### **Faculty & Staff**

- Faculty/Staff Travel Waiver Request Form

## **APPENDIX II: Travel Waiver Review Process & Criteria:**

As outlined in Section D, page 4 of the Travel Risk Policy, waivers are decided by the Provost's office, in consultation with appropriate individuals. The following are some of the standard materials consulted or considered before a decision is reached:

- The applicable country State Department, ISOS, and/or CDC Travel Health Warning and Travel Alert information
- Current political news occurring in the proposed travel country/region.
- The Personal Risk Management Plan of the applicant
- Supervisor Health & Safety Statement
- Host organization background information & level of support the organization is able to provide
- Housing arrangements
- Transportation arrangements, particularly to and from the airport for arrival and departure and any local transportation required
- The nature of the activity (e.g. closely supported or supervised vs. independent)
- In-country travel expectations and/or plans
- Previous experience traveling and living abroad
- Language skills
- Any prior experience in the country of proposed travel
- Whether personal travel will extend the Dartmouth portion of the trip

A personal interview of the prospective traveler may be requested as part of the review process.

Dartmouth travelers requesting a waiver will typically receive a decision within three (3) weeks of complete material submission to the Provost's Office.

**Decisions:**

After careful review with the committee, a waiver decision is made by the Provost's office. The waiver recommendation may:

1. Approve a waiver
2. Approve a waiver with identified restrictions
3. Deny a waiver, in which case no Dartmouth funds/accounts can be used to support the travel

*Note: All waivers granted will be with the understanding that a waiver may be revoked or additional travel restrictions may be imposed as a condition of the waiver at any time should conditions change in the country subject to a Travel or Health Warning.*

**APPENDIX III: Travel Waiver Monitoring & Compliance**

In cases where a travel waiver has been granted by the College, the traveler is responsible for submitting the following information to their Dartmouth programmatic contact in a timely manner:

- a) Emergency contact information
- b) Itinerary for travel to/from home to assigned location in the country
- c) **Updated contact info & travel plans should changes occur**

Should an issue arise within the country that gives cause for concern, the traveler, the Dartmouth entity supporting the travel, the Travel Waiver Committee and other campus resources will review the situation and may:

- a) Recommend that the traveler take additional precautions
- b) Recommend that the traveler voluntarily leave the country/area
- c) Impose additional restrictions under the existing travel waiver
- d) Revoke the travel waiver and request that the traveler depart the country/location subject to the Travel Warning
- e) Take no action

Because of concerns for either the waived country/location's political or health climate, or for other reasons, options for rescinding an active waiver could be, but are not limited to the following:

- a) Revocation of the waiver prior to trip departure
- b) Revocation of waiver while in-country with return as quickly as possible. Failure to comply may result in disciplinary action.
- c) Withdrawal of funding

Non-compliance could result in required re-payment of funding, or other to-be-determined college sanctions.