

TEMPLE UNIVERSITY INTERNATIONAL TRAVEL POLICY

Effective date: January 1, 2020

Goal:

To be able to account for and provide support to all international travelers affiliated with Temple University during an emergency.



KEY DEFINITIONS

University Affiliated International Travel

Any travel by Members and Affiliates of the University community to an international destination which is for educational, research, or business purposes and which is related to the traveler's affiliation with the University.

Includes travel to professional conferences/meetings related to traveler's affiliation with the University, regardless of funding source.

Elevated/High Risk Regions

A country or region identified by the University where the health, safety and security of travelers may be at an elevated risk, based upon information from reliable sources, including but not limited to, the following: U.S. Department of State; Overseas Security Advisory Council; the Centers for Disease Control and Prevention; the University's travel assistance and insurance providers; and/or subject matter experts.

SCOPE

- Applies to all University employees, faculty, students, authorized volunteers & guests of the University.
- Sets forth requirements that must be met
- Outlines policies related to Elevated/High Risk Travel



HOW TO COMPLY WITH THE TEMPLE UNIVERSITY INTERNATIONAL TRAVEL POLICY

START HERE

Are you traveling internationally as part of University Affiliated International Travel?

No

Safe travels! The policy does not apply to you

Yes

Are you a faculty or staff member?

Yes

No

Are you traveling with students?

No

Yes

Did you register with Risk Management?

Yes

No

Apply for approval to travel

Once approved, complete registration process with your group

Are you a student traveling with

A Temple group leader

No one; traveling solo

Apply for approval to travel

Once approved, complete registration process online

Register your trip on Risk Management's website

YOU'RE REGISTERED!

Details regarding the policy and how to comply/apply for approval can be found at <https://finance.temple.edu/travel-resources/international-travel>