TRAVEL POLICY
June 14, 2018 (revised)

The attached policy applies to all university travel that may include but is not limited to the following:

**Identified Groups**

1. All other Academic travel
2. All other Student group travel
3. Archeology Research Digs
4. Athletic trips
5. Class field trips
6. Clubs/Organizations/SALSU
7. Conference/Conventions
8. Departmental Social Outings/Retreats
9. Drama
10. ENACTUS
11. Enrollment Services/Recruitment
12. Mission Trips/Outreach programs
13. Music/Tours
14. Research Tours
15. Study Abroad
16. Study Tours
The travel policy provides guidelines for the protection and safety of students, consideration of liability, and risk for the University. This policy applies to both domestic and international pre-approved activities.

**Local student activities that do not require pre-approval or travel forms:** Some class-related or spontaneous activities held outside the classroom under the supervision of a professor or staff member do not require travel authorization. This can include activities that are a course requirement and activities independently planned that are not sponsored by the university. Additional activities include but are not limited to:

- Classes or informal gathering at professors’ homes
- Class field trips, e.g. to museums, to beaches, without overnight stay
- Class field projects without overnight stay
- Internships under the supervision of a professor and/or outside professional agency, e.g., hospital or clinic
- Local individual/small group music or church performances.

**Local student activities that require pre-approved travel forms:** Off-campus activities include but are not limited to:

- Class field trips that require medium to high risk activities (e.g. rock climbing) within the course
- Hiking/biking trips, skiing, and scuba diving
- Class activities, athletic trips, or retreats (over-night or 1-day)
- Individual/small group music, drama or ministry trips (over-night or 1-day)
- Orientation events that involve traveling off-campus.
- All student organization trips

I. Pre-Approved Travel Authorization – Administration, Faculty, Staff

   A. Reimbursement will be granted to faculty/staff with an authorized travel application.

   B. Faculty and Staff must submit a travel authorization form for each overnight trip one month advance of trip.

   C. Faculty and Staff must review the International Leader Handbook and attend annual required training.

   D. The LA SIERRA UNIVERSITY Employee handbook governs all employee trips.

   E. The LA SIERRA UNIVERSITY Student handbook governs all student trips. Groups making multiple trips within the United States during a quarter may submit one completed travel package per person per trip at the beginning of the quarter. All documents including the waiver of liability may be completed at the beginning of the quarter/season for each trip scheduled during the quarter. The medical authorization form and emergency contact list for each student participant need only be completed once. The medical authorization/history and contact list are retained by the sponsor.
and a copy is maintained within the sponsoring department. Waivers of liability are filed with the risk management department.

F. Travel packets must be submitted for each international trip.

G. Additional requirements may apply, e.g. all long-term overseas mission trips must be approved by the Student Life committee.

H. The following travel information will be available online at https://www.lasierra.edu/risk, go to Travel Info

- **DOMESTIC** section -- Local and National trips:

  Required forms include:

  a) Travel Authorization Application (all travelers)

- **INTERNATIONAL** section -- International trips:

  Required forms include:

  a) Travel Authorization Application (all travelers, including senior administrators)**

  b) Travel insurance coverage (all travelers to purchase coverage through Adventist Risk Management Travel Hub) **

  c) U.S. Department of State Travel Advisory

  [https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html)

  1) Print Travel Advisory, if Level 3; attach to your Travel Authorization form for review.

  2) Travel request with Travel Advisory, Level 3 will be reviewed by University Administration for travel approval; Level 4 will be automatically denied.

  3) To enroll your international trip with the nearest U.S. Embassy or Consulate sign up with the Smart Traveler Enrollment Program at [https://step.state.gov/step/](https://step.state.gov/step/) for safety conditions in your destination country, help the U.S. Embassy contact you in an emergency. Stay Informed, Stay Connected and Stay Safe!
II. Travel Authorization – University sponsored (Student Trips)
Administrator/Faculty/Staff/Sponsor/Student trips

A. Prior to marketing student trips provisional approval must be obtained from:
   - Department chair, appropriate dean, director or VP and
   - Office of Student Involvement

B. Review the International Leader Handbook and attend annual required training

C. All student trips must receive final approval prior to departure by the Student Life Office. Approved trips will be reimbursed with proper documentation (expense report and receipts).

D. Authorization for travel will be granted upon submission of forms and must be obtained at least two weeks prior to departure.

E. Mission Trips (all forms listed are required) All mission trips/outreach programs must complete the OSI event form and receive approval at ORGSYNC:
   https://orgsync.com/login/la-sierra-university

F. Please visit the Risk Management website at https://www.lasierra.edu/risk go to Travel Info for all the necessary forms:

   - DOMESTIC Travel:
     National Trips
     All forms available online at:
     https://lasierra.edu/risk/general-information/travel-information/

     Required forms include:
     a) Travel Authorization Application (all travelers, except student)
     b) Emergency Contact List form (by Leader/per group)
     c) Medical Treatment Authorization (per student)
     d) Assumption of Risk Liability Form (per student)
     e) Travel insurance purchase—Short Term Travel Application (by group leader) **required

      Instructions - New User:

• **INTERNATIONAL Travel:**
  All forms available online at:
  https://lasierra.edu/risk/general-information/travel-information/

Required forms include:

  a) Travel Authorization Application (all travelers)

  b) Emergency Contact List form (by Leader/per group)

  c) Travel insurance purchase--Short Term Travel Application (by group leader)**required

      Instructions - New User:


  d) Medical Treatment Authorization (per student)

  e) Assumption of Risk Form (per student)

  f) Travel Advisory Levels 1 - 4 (International trips only)

  g) To enroll your international trip with the nearest U.S. Embassy or Consulate sign up with the Smart Traveler Enrollment Program at https://step.state.gov/step/ for safety conditions in your destination country, help the U.S. Embassy contact you in an emergency. Stay Informed, Stay Connected and Stay Safe!

III. Prior to final travel authorization, travel advisories, level 3 will be reviewed, level 4 will be denied; all forms including insurance, waivers, emergency contact information must be provided.

    A. **Emergency contact list information must be provided to appropriate dean/director, VP and Campus Security**
GLOSSARY OF TERMS

- **Day trip**: Trips that are completed within the same calendar day
- **Overnight Trip**: Trip that leaves on one calendar day and returns on the next calendar day
- **Domestic Travel**: Travel within the contiguous 48 states, including Alaska and Hawaii
- **International Travel**: Travel outside of the United States, crossing the border of a foreign country
- **International Travel Leader Handbook**: Developing and implementing a successful program abroad by leading a quality travel experience for La Sierra University students. To include a required annual training for all faculty and staff traveling abroad.
- **Local Activity**: Activity located within the southern California area, considered not to exceed 100 miles one way
- **Approved Travel Authorization**: University supported and approval for requested travel
- **Waiver of Liability/Assumption of Risk**: Traveler assumes liability for personal safety during a university sponsored trip
- **Medical Authorization**: Permission for medical treatment if unable to make personal decisions in a medical emergency.
- **Travel Advisory**: The University Administration will determine travel authorization to a country with a Travel Advisory Level 3 and deny Level 4.
  - **Travel.state.gov** issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.
  - To see a complete list of Travel Advisories for every country in the world, see [travel.state.gov/traveladvisories](http://travel.state.gov/traveladvisories). Click on the color-coded world map at [travelmaps.state.gov](http://travelmaps.state.gov) for a global view.
Levels 1-4
The Travel Advisory appears at the top of each country page, with a color corresponding to each level:

**Level 1** - Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

**Level 2** - Exercise Increased Caution: Be aware of heightened risks to safety and security. The Departments of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 3** - Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 4** – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Varying Levels
We issue an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, we may advise U.S. citizens to “Exercise increased caution” (Level 2) in a country, but to “Reconsider travel” (Level 3) to a particular area within the country.

Risk Indicators
Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

- **C** – **Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T** – **Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
U – Civil Unrest: Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

H – Health: Health risks, including current disease outbreaks or a crisis that disrupts a country’s medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.

N - Natural Disaster: A natural disaster, or its aftermath, poses danger.

E - Time-limited Event: Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.

O – Other: There are potential risks not covered by previous risk indicators. Read the country’s Travel Advisory for details.

- **Travel Alert**: The University Administration will advise travelers to consider all U.S. Embassy Travel Alerts to determine travel safety.
  - **Travel.state.gov** issues a Travel Alerts to inform U.S. citizens of specific safety and security concerns in a country, such as demonstrations, crime trends, and weather events. A standard, easy-to-read format makes them easy to access, understand, and take action.
  - Alerts from the U.S. Embassy look like:
    - Health Alert - U. S. Embassy (Country)
    - Location
    - Event
    - Actions to Take
    - Assistance from the U.S. Embassy

- **Stay Connected**
  - There are a number of ways to receive updates of safety and security information. Choose the one that is right for you through the [https://STEP.state.gov](https://STEP.state.gov)
# LA SIERRA UNIVERSITY TRAVEL POLICY

## Required Forms & Documents

<table>
<thead>
<tr>
<th>Required Forms &amp; Documents</th>
<th>Faculty / Staff Travel</th>
<th>Student Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Travel Leader Handbook</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Use the following formation to develop and implement a successful program abroad. Required for all program leaders, including those with previous experience leading programs; to provide quality travel experience, and a safe and rewarding experience abroad with your students. Annual Leader training required at the beginning of every school year.</td>
<td>✓Risk Management Assoc. Provost Student Life</td>
<td>✓Risk Management Assoc. Provost Student Life</td>
</tr>
<tr>
<td>**Student Life</td>
<td>Student Overnight Trips**</td>
<td>Domestc</td>
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<tr>
<td>One place to upload all necessary travel documents for student travel.</td>
<td></td>
<td>✓OrgSync</td>
</tr>
<tr>
<td><strong>Travel Authorization Application</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Faculty, Administration, and Staff travel plans must be AUTHORIZED by VP, Chair, or Dean of department. If traveling with student(s) must obtain authorization from Student Life</td>
<td>✓Provost Office</td>
<td>✓Provost Office</td>
</tr>
<tr>
<td><strong>Emergency Contact List</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Identify an on-site person to serve as a “back-up” for emergencies and list of emergency contacts for each traveler; a copy is kept with listed departments and Security office.</td>
<td>✓Chair of Department</td>
<td>✓Chair of Department</td>
</tr>
<tr>
<td><strong>Medical Treatment Authorization</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Authorization and consent for licensed Health Care provider to perform upon or administer reasonable necessary medical or surgical treatment in the event the participant is incapacitated. Keep paper copy with group leader; shred documents after trip ends.</td>
<td>✓Student Life via Student Overnight Trips Form</td>
<td>✓Student Life via Student Overnight Trips Form</td>
</tr>
<tr>
<td><strong>Assumption of Risk Form</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Waiver of liability and assumption of risk agreement.</td>
<td>✓Department</td>
<td>✓Department</td>
</tr>
<tr>
<td><strong>Current Travel Warning List</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Go to <a href="http://www.Travel.State.Gov">www.Travel.State.Gov</a>; Print the warning statement (even if none is stated) for the traveling country, attach to Travel Authorization form</td>
<td>✓Provost Office</td>
<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>Purchase insurance coverage through TravelHub online; submit paid receipt and copy of insurance card to Risk Management and Provost/SLife</td>
<td>✓</td>
<td>✓</td>
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</tbody>
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