

Travel Suspension Appeal
for Travel to Countries and Regions with a
Travel Warning, Travel Advisory or Sanctions.

In compliance with the Marian University International Travel Policy, January 2019, all faculty, staff and students requesting international travel to countries or regions under U.S. Department of State Travel Warning Level 3 or 4 for study, research, or university related business must submit a Travel Suspension Appeal for review and approval. The Appeal form should also be utilized to develop a Risk and Emergency Management Plan. Faculty or Group Leaders must submit Travel Suspension Appeal for their group.

Name of; Traveler,
Faculty-Leader, or Group Leader

Program/Course Title

Activity is: Elective Academic Requirement Other

INTERNATIONAL PROGRAM/DESTINATION INFORMATION

Provide a description of activity and explain the educational value of the international experience, its importance to the degree program (you may use your international elective goals and objectives); Program Letter or Affiliate Agreement, letter from on-site director/coordinator, indicating their support for the project, and any other relevant documentation:

Program Location(s)

Departure Date Return Date

IN COUNTRY RESOURCES AND SUPPORT

Host Institution

Other In-Country Affiliation(s),
Or Affiliate Contacts (if applicable)

Third Party Provider Agency
(if applicable)

Traveler's, Faculty Leader's,
Group Leader's prior travel
experience in the country

Name of On-Site
Director/Coordinator

On-Site Director/Coordinator's
Contact Information

CHECKLIST: For your Risk, Emergency Management and Communications Plan

Participant(s) must meet with the Study Abroad Office for the following:

- Participate in International Travel Risk Management Orientation
- Sign **Release of Liability, Waiver or Rights, Assumption of Risks and Indemnity Agreement**
- Complete **International Travel Registration Form**

Review, identify and understand the travel risks:

- Provide a signed copy of the most recent U.S. State Department Travel Warning, U.S. Embassy's Emergency Messages, U.S. State Department: <http://www.state.gov/travel>
- While the State Department is the basis for the suspension, you will need to review other credible resources.

Please use at least three of the following suggested resources:

- International SOS: <http://www.internationalsos.com>,
- Australian Government Department of Foreign Affairs & Trade: <http://www.smartraveller.gov.au/zw-cgi/view/Advice>
- Foreign Affairs and International Trade Canada: <http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>
- UK Foreign and Commonwealth Office: <http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country>
- U.S. Department of Homeland Security: <http://dhs.gov/xtrvlsec> and <http://www.cbp.gov/xp/cgov/travel/vacation/kbyg>
- Center for Disease Control and Prevention: <http://www.cdc.gov/travel>
- World Health Organization: <http://www.who.int/ith>

Please include a copy/link to the resources used into your Risk, Emergency Management and Communications Plan.

DESPITE THE CURRENT TRAVEL WARNING LEVEL 3 OR 4, WHY DO YOU BELIEVE YOU, OR YOUR GROUP WILL BE SAFE DURING THIS TRIP?

The essential component of your appeal is an effective **Risk, Emergency Management and Communications Plan** that responds to the risks identified in the State Department Travel Warning, in the Center for Disease Control and Prevention Travel Health Warning or in the Office of Foreign Asset Control designated Sanctioned Nations and your explanation of how you and your group will be safe. Please also address any risk factors found in the resources noted above. The most likely foreseeable risks may be due to travel and transportation, criminal activity, terrorism, political unrest, climate and weather and health issues. With that in mind, please describe the following in your **Risk, Emergency Management and Communications Plan**:

- Your arrangements that would mitigate the risks that led to the travel warning
- Your communication plan during the stay and in the event of an emergency
- A gathering place in a central location and a safe house
- Your evacuation plan
- The lodging arrangements, your daily commute, and means of local and regional transportation
- Your medical response plan. Provide the international health & evacuation insurance coverage information/link for each traveler
- Your arrangements for emergency cash
- Register with the U.S. Department of State: STEP Smart Traveler Enrollment Plan <https://step.state.gov/step/>

APPEAL APPROVAL REVIEW CRITERIA

The International Travel Risk & Emergency Response Team will review the appeal and make a recommendation to the Provost. The ITRERT may request additional information and may consult with other experts within and outside Marian University. The ITRERT will submit its recommendations to University Legal Counsel before submitting the appeal and recommendations to the Provost for the final decision. The appeal evaluated based on the following criteria:

- The level of risk to students' health and safety and the Risk and Emergency Management and Communications Plan's ability to mitigate those risks
- The educational value of the activity, institutional support and the importance of the activity to the students' degree program
- Experience: Undergraduate, graduate, experience of the student, international travel experience of all participants, faculty/staff international experience
- In-country resources, including third-party providers, local host, etc., and their ability to provide support, the level of risk they assume, and the role they play
- The political and physical conditions in the destination country(ies)
- Manageability of the legal, reputation, and financial risk to the University.

Submit Travel Suspension Appeal to the International Travel Risk & Emergency Response Team (ITRERT) point of contact rhinkle@marian.edu 6 months prior to study abroad or group travel. Please be cognizant of your program payment deadlines and options to be reimbursed for hotel and other reservations. ITRERT will make recommendations for complete Travel Suspension Appeals to the Provost for final approval within two weeks of receiving all requested materials.

01/24/2019