

## PROTOCOL FOR HEIGHTENED REVIEW OF INTERNATIONAL TRAVEL TO RESTRICTED LOCATIONS

**The purpose of this document is to reinforce UAB's position relative to international travel to restricted locations and to set forth protocols to aid UAB staff responsible for evaluating a request for exception to this position. At all times, the protocol should yield to good judgment and discretion.**

### Position Statement

This document does not replace any other Policy, guidelines, or standards related to international travel.

Relative to University-sponsored international travel, as defined in the UAB-Related International Travel Policy, to restricted locations and, for reasons of health, safety, security, and risk, the University:

- Requires review and approval of all Education Abroad travel to Level 3 countries or regions
- Prohibits all travel to Level 4 or CDC Warning countries or regions absent special approval

Programs involving travel to countries or regions described above should be approved prior to the beginning of any marketing efforts.

The University reserves the right to require heightened review of all international travel and to withdraw approval at any time conditions warrant. The costs associated with any non-approval, prohibition, and/or withdrawal of approval shall be borne by the traveler, but may be covered by insurance. The University will not accept responsibility for any such costs.

### Definitions

This protocol and related procedures comply with the process of the U.S. Department of State ("U.S. DOS") to inform citizens of international travel health and safety risks. The U.S. DOS Travel Advisories, introduced in 2018, replace a prior system of Travel Alerts and Warnings.

*CDC Warning country:* a country designated by the U.S. Centers for Disease Control and Prevention ("CDC") as a Warning Level 3 country, or a country at high risk to travelers (Avoid all nonessential travel/Red)

*International travel:* includes, but is not limited to, university affiliated, unaffiliated, and approved Non-university study abroad programs; internships, field studies; service learning; research; athletic competitions; arts performances or exhibitions; and volunteer, experiential, or work programs sponsored, endorsed, or administered by the University, regardless of the funding source.

*Level 1 country or region:* a country or region determined by U.S. DOS to be at the lowest advisory level for safety and security risk (Exercise Normal Precautions/Blue).

*Level 2 country or region:* a country or region determined by U.S. DOS to pose heightened risks to safety and security (Exercise Increased Caution/Yellow).

*Level 3 country or region:* a country or region determined by U.S. DOS to pose serious risks to safety and security (Reconsider Travel/Orange).

*Level 4 country or region:* a country or region determined by U.S. DOS to be at the highest advisory level due to greater likelihood of life-threatening risks (Do Not Travel/Red).

## **Protocol Implementation**

### *I. Authorization of travel*

- a. **Level 1 or 2 Countries and Regions\***  
International travel to countries and regions with an overall U.S. DOS Travel Advisory of Level 1 or 2 does not require additional review or authorization, although standard pre-departure requirements apply.
- b. **Level 3 Countries or Regions**  
Travel associated with Education Abroad activities to countries or regions with an overall U.S. DOS Travel Advisory of Level 3 requires review and approval under the process below. Units sponsoring group travel must obtain permission on behalf of its travelers. Additional pre-departure requirements apply.
- c. **Level 4 Countries or Regions**  
Travel to countries or regions with an overall Level 4 – or a CDC Warning – is prohibited, unless granted a specific waiver under this policy. Even if approved, special requirements will apply.

### *II. Travel Permission Request Procedures*

- a. **Timing**  
Travel permission requests should be filed at least 3 months prior to planned departure. Opportunities may not be formally marketed until travel permission is granted.
- b. **Responsible requesting unit or individual**  
The sponsoring administrative unit, program director, or faculty/staff trip leader is responsible for requesting travel permission, in writing, to the Education Abroad Director.
- c. **Review and approval**  
The UAB International Travel Risk Management Committee and the Provost (or his/her designee) must review and approve requests for travel permission for Level 3, Level 4, and CDC Warning. Level 4 or CDC Warning Requests must also be approved by UAS Risk and Compliance.

#### 1. Approval criteria

- The request must be strongly linked to relevant and meaningful academic or experiential goals
- Foreseeable health or safety concerns must be adequately addressed with a written plan
- Compelling reasons must exist to approve

In addition to the written request, decision makers may also take into account:

- Relationships with partner institutions abroad
- Consultations with on-site individuals, such as the nearest U.S. embassy or consulate
- Consultations with representatives from government agencies such as the U.S. DOS, CDC, Overseas Security Advisory Council (OSAC), and the World Health Organization (WHO)
- Policies and decisions of other universities and colleges
- Travel warnings, advisories, or assessments issued by other countries
- Services and resources available, in the country or region being considered, through the service providers and insurers that participate in the UA System International Travel Assistance Plan
- Other relevant material or advice

### *III. Pre-departure requirements*

In addition to completing the standard pre-departure requirements, all students participating in international experiences in countries or regions under a Level 3 or Level 4 advisory (or CDC Warning) that operate with travel permission are required to submit a signed special release at least four weeks prior to departure, in a form approved by UAS Risk and Compliance and the Office of Counsel.

### **Consequences of Violating this Protocol**

Individual students who have not obtained travel permission (or whose travel program administrators have not obtained travel permission) will not receive academic credit or institutional funds for related international travel activities in locations under Level 3 or Level 4 advisories (or a CDC Warning).

Employees who violate this protocol are subject to discipline under University policies and procedures, including termination of employment.

### **UAB International Travel Risk Management Committee**

The UAB International Travel Risk Management Committee consists of the Senior International Officer (or designee), the Associate Director of University Risk Management, the dean or associate dean (of international activity) of the student's degree-granting school, and the Director of Education Abroad. For

faculty and staff travel requests, the Director of Export Control and International Compliance serves on the panel. As necessary, the Committee may seek insight and advice from other members of the UAB community (i.e., Office of Counsel, Office of Compliance and Risk Assurance, etc. ).

\*Travel within countries with a [U.S. Department of State Travel Advisory](#) Level 2 that completely avoids “Do not travel to” or “Reconsider travel” areas will not require review.