

Guide for International Travel Registration

GUIDING DOCUMENT FOR PROCEDURES OUTLINED IN
TUFTS INTERNATIONAL TRAVEL POLICY

Contents

All Travelers: Pre-Travel Registration Requirements	1
Faculty and Staff Travelers: International Travel Procedures	1
Student Travelers: International Travel involving High-Risk Destinations	2
Student Travelers: International Travel Involving High-Risk Activities	2
What are Higher Risk Activities?.....	3
What is Considered Higher Risk Fieldwork?	3
What are Extreme/Adventure Sports?	4
Student Travelers: Travel Review Procedures for High-Risk Destinations.....	4
Travel Review Application	4

All Travelers: Pre-Travel Registration Requirements

Under the Tufts International Travel Policy, all travelers (employees, students, non-employees, visitors, and guests) on University International Travel are required to be registered in the Tufts Travel Registry. The Tufts Travel Registry is a secure, internal database Travelers use to register their University International Travel and trip details. This may include, but is not limited to, information such as trip dates, destination, emergency contact information, itinerary, and sponsoring department. Information captured in the Travel Registry is used for emergency response. Travel itineraries with personal identifying information is shared only with Tufts global assistance provider and, when appropriate, the emergency contacts identified by the traveler or other key stakeholders involved in emergency response (e.g. the US Department of State). In the rare instance that travel is shared with external parties, it is done in aggregate with no personal identifying information included.

All travelers (employees, students, non-employees, visitors, and guests) must have their air or rail travel booked through Tufts authorized travel agencies and adhere to the Tufts Business Expense Policy.

In cases where a unit/office/organization is organizing University International Travel, the unit administrator, student, faculty or staff member in charge is responsible for ensuring that all participants have prior approval from the International Travel Review Committee. The trip leader or organizing member may apply on behalf of all participants. Contact Global Operations in advance for access to group travel permissions in the Travel Registry.

Faculty and Staff Travelers: International Travel Procedures

Faculty and staff on University International Travel should do the following:

1. Register in the Tufts Travel Registry
2. Follow department-specific guidelines
3. Obtain authorization to travel from the Office of the Vice Provost for Research (“OVPR”).
This is required for travel to Sanctioned Countries and Entities and the process to obtain this authorization will be started in the Travel Registry

If you are traveling with Tufts undergraduate or graduate students:

1. Review the Student Travel guidelines below
2. Traveling with students presents increased risks and logistical considerations and coordination, contact Global Operations for additional guidance and instructions, including registering a group trip in the Tufts Travel Registry.

For travel to Sanctioned Countries and Entities:

1. It is recommended to register three months in advance of travel or as soon as feasible. OVPR makes every attempt to review and approve sanctioned country travel requests with shorter lead times.

The University may be required to procure a government license or authorization in advance of the planned travel. All Travelers are, at a minimum, obligated to comply with U.S. Export Control regulations, other applicable laws and regulations, and the Tufts Export Control Policy while on University International Travel.

Schools, Departments, or Units cannot require an unwilling employee to travel on University International Travel to a country that is subject to a U.S. Department of State Rating Level 3 (“Reconsider Travel”) and Level 4 (“Do not travel”). Faculty members intending to travel internationally are responsible for checking their destinations for any Travel Advisories in advance of travel.

Student Travelers: International Travel involving High-Risk Destinations

Tufts University students who are planning University International Travel to higher-risk destinations must request and obtain advance approval from the University’s International Travel Review Committee (“ITRC”). University funding or credit is contingent upon approval of the travel by the ITRC. No university funds will be released, and no university credit will be given, prior to ITRC approval.

Students traveling on university-organized programs, such as Tufts Programs Abroad, the Global Health Placement at the Medical School, or the Global Service-Learning Program at the Dental School should follow their program’s guidelines on complying with the International Travel Policy and these procedures. Students are required to contact the respective school administrators for these programs and submit necessary materials in accordance with their requirements and deadlines.

Students and units applying for Travel Review are required to submit their application through the Tufts Travel Registry at least 60 days prior to the scheduled departure and in accordance with published submission deadlines. Non-refundable financial commitments such as purchasing airline tickets should not be made prior to receiving ITRC approval.

Student Travelers: International Travel Involving High-Risk Activities

Students are strongly advised to consult with their unit leadership and Global Operations early in the planning stages for support in risk mitigation. Students who are planning international travel

involving higher-risk activities must submit their travel registration, including a detailed itinerary, at least 60 days ahead of scheduled departure and before making non-refundable financial commitments such as purchasing airline tickets. When necessary, the International Travel Review Committee may require that travel involving higher-risk activities be reviewed and approved by the committee.

Students traveling on university-organized programs, such as Tufts Programs Abroad, the Global Health Placement at TUSM, or the Global Service-Learning Program at the Dental School should follow their program's guidelines on complying with the International Travel Policy and these procedures. Students are required to contact the respective school administrators for these programs and submit necessary materials in accordance with their requirements and deadlines.

What are Higher Risk Activities?

Higher risk activities are defined as known or planned activities during University International Travel that may pose elevated health, safety, or security risk to participants. Examples include but are not limited to travel to remote areas; travel to areas with extreme environmental conditions; travel to areas with a Centers for Disease Control Travel Health Notice Level 3 ("Reconsider Nonessential Travel") or Level 4 ("Avoid All Travel"); and participation in extreme or adventure sports while on University International Travel. In addition, while fieldwork is integral to the academic mission of the University, it can also be considered a higher risk activity, especially when undertaken in a foreign country.

What is Considered Higher Risk Fieldwork?

Academic engagement in the field is a broad term that can encompass a range of activities and present a spectrum of risk. Risks may arise from the following factors:

- Work on or near water, including the use of boats
- Poor sanitation
- Excavations
- Wildlife
- Weather conditions e.g. high or low temperatures, consistently adverse weather, etc.
- Terrain e.g. high altitude, exposure to extreme heat/cold, inaccessibility, etc.
- Remote locations which are defined as 300km and/or 3 hours away from the nearest adequate medical facility
- Driving in a foreign environment and/or use of motor vehicles with high-risk exposure (e.g. tuk-tuks, truck beds, unregulated shared transportation, etc.)

- The use of specialized equipment and/or equipment with potential import/export restrictions
- Research or engagement in culturally sensitive topics
- Working with vulnerable populations e.g. minors

What are Extreme/Adventure Sports?

Extreme or adventure sports are excluded by Tufts' international insurance and therefore individuals are highly discouraged when traveling internationally. The promotion or coordination of these activities on Tufts approved international travel are prohibited unless they are petitioned as academically necessary and approved by the International Travel Review Committee. These activities include but are not limited to bungee-cord jumping, jungle zip lining, parachuting, skydiving, hang-gliding, motorcycling, scuba diving, jet, snow or water skiing, mountain climbing (where ropes or guides are used), whitewater rafting, wildlife safaris, and surfing. Travelers are advised to review Tufts international insurance [plan documents](#) for a full list of excluded activities or contact [Global Operations International Travel Safety](#) for more information.

Student Travelers: Travel Review Procedures for High-Risk Destinations

The Travel Review process for students traveling to higher risk destinations, which are defined in the Tufts International Travel Policy, consists of three components.

1. Travel Review application
2. Pre-Trip Itinerary Travel Briefing
3. Outcome and Recommendations of the Travel Briefing

Travel Review Application

The information for ITRC Travel Assessment is the Travel Review application and if applicable it is initiated when adding a new trip in the Tufts Travel Registry. The ITRC Travel Assessment form will guide travelers through applicable questions based on their destination and activities and provide instructions on obtaining the Pre-Trip Itinerary Briefing. Students are advised to start the Travel Registration and Review process 60 days prior to the scheduled departure. *Detailed and accurate responses will ensure a timely review by the ITRC of your Travel Review application.*

Please visit the [Travel Review page on the Tufts Global Travel website](#) for detailed information, updates and announcements.