

# Travel Warning Policy FIN 4.1

## Business Affairs/Center for Global Education

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Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, and volunteers

### POLICY DATES

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Issued:

Revised: 11/27/18

Edited:

Reviewed:

Mount Union students, faculty, and staff who wish to travel to a Restricted Travel Location must petition to request special approval. This policy applies to undergraduate and graduate study abroad, faculty-led travel seminars, service learning trips, professional and conference travel, or any university-affiliated activity that seeks academic credit, university funding, or financial support.

### Policy Details

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For traditional study abroad and faculty-led travel seminars, a committee consisting of the Center for Global Education staff, the Director of International Student Services, and the Director of International Student Admissions will review all petitions and make a recommendation to Presidents' Council to approve or deny travel. There is no appeal process once a decision has been made. Should conditions change prior to the start of or during a program, the Center for Global Education may reevaluate the decision to allow travel to the program location(s).

For traditional study abroad programs, the individual must submit a petition and, if approved, sign an additional travel waiver. For faculty-led travel seminars and other university-affiliated group travel, the trip leader must submit a single petition for the group, and, if approved, all participants must sign an additional travel waiver. There will be an additional mandatory safety abroad orientation for all participants travelling to a Restricted Travel Location.

A Restricted Travel Location is defined as any location for which:

- the U.S. Department of State has issued an **overall Level 3 Travel Advisory**  
OR
- the Centers for Disease Control and Prevention has issued a **Level 3 Health Warning**

If an individual wishes to travel to a country in which the U.S. Department of State has issued an **overall Level 1 or 2 Advisory but contains areas of Level 3 or 4** and the individual does not plan to travel to or through any Level 3 or 4 areas, he/she must discuss the risks with the Center for Global Education and sign an additional travel waiver, but does not need to complete a full petition.

Individuals are not permitted to travel to locations in which the U.S. Department of State has issued an **overall Level 4 Advisory**.

Please consult the [U.S. Department of State website](#) and the [CDC website](#) for country-specific information.

### PROCEDURE

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Issued:

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Please fill out necessary forms:

[GROUP PETITION FOR RESTRICTED TRAVEL LOCATION](#)

[INDIVIDUAL PETITION FOR RESTRICTED TRAVEL LOCATION](#)

[TRAVEL WAIVER TO RESTRICTED LOCATION](#)

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### Responsibilities

Position or Office	Responsibilities
Business Office	
Center for Global Education	

### Resources (required for any resource referred to in the policy)

### Contacts

Subject	Office	Telephone	E-mail/URL
Travel	Business Office	330.823.6572	<a href="mailto:businessoffice@mountunion.edu">businessoffice@mountunion.edu</a>
Center for Global Education Coordinator	Center for Global Education	(330) 829-8113	<a href="mailto:globaled@mountunion.edu">globaled@mountunion.edu</a>

### History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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Reviewed: