Travel Warning Policy  
FIN 4.1  
Business Affairs/Center for Global Education

Policy Type: Administrative  
Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES

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

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

Issued:  
Revised: 11/27/18  
Edited:  
Reviewed:

Please fill out necessary forms:

GROUP PETITION FOR RESTRICTED TRAVEL LOCATION

INDIVIDUAL PETITION FOR RESTRICTED TRAVEL LOCATION

TRAVEL WAIVER TO RESTRICTED LOCATION
Responsibilities

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Business Office</td>
<td></td>
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<tr>
<td>Center for Global Education</td>
<td></td>
</tr>
</tbody>
</table>

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

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Business Office</td>
<td>330.823.6572</td>
<td><a href="mailto:businessoffice@mountunion.edu">businessoffice@mountunion.edu</a></td>
</tr>
<tr>
<td>Center for Global Education Coordinator</td>
<td>Center for Global Education</td>
<td>(330) 829-8113</td>
<td><a href="mailto:gloaled@mountunion.edu">gloaled@mountunion.edu</a></td>
</tr>
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History

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

Issued: 11/27/18

Revision: 11/27/18

Edited:

Reviewed: