OLD DOMINION UNIVERSITY
University Policy

Policy #1007
OLD DOMINION UNIVERSITY TRAVEL RISK MANAGEMENT POLICY

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: January 24, 2022

A. PURPOSE

The purpose of this policy is to implement measures to promote the health, safety and security of members of the University community traveling for university-supported purposes, including but not limited to, study, research, internships, service, conferences, presentations, teaching, performances, non-athletic competitions, field work, recruiting, etc., and to provide guidance for those whose travel is not supported by the University.

B. AUTHORITY

Virginia Code Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to university operations.

C. DEFINITIONS

AlertTraveler™ – a mobile application that utilizes an individual's travel itinerary to provide in country and city intelligence to assist in making informed decisions while traveling, safety and security alerts to let the traveler know of any events that could potentially impact travel or safety, and an instant check-option allowing the traveler to report his or her status back to administrators of the Travel Registry and travel advisors at the individual's institution in case of an accident.

Center for Global Engagement – The organization responsible for coordinating activities that focus on Old Dominion University's strategic commitment to campus-wide internationalization. The Center for Global Engagement (CGE) includes the Office of Study Abroad, the Office of Visa and Immigration Service Advising (VISA), the English Language Center, and an advisory representative from the Office of Risk Management.

Domestic Travel – Travel within the lower 48 states of the United States of America.

Executive Policy Group – The senior leadership team appointed by the University President to represent the academic, administrative, research and student affairs of the University and its closely affiliated organizations.

Global Travel - Travel outside the lower 48 states of the United States of America.

Group Member – Enrolled or registered participant, program employee (paid and unpaid faculty, staff or documented/approved volunteer), and authorized guest and dependent. Group membership may be subject to review by the University Travel Oversight Committee (UTOC).

ODU Alerts – Old Dominion University's emergency alert and notification system capable of delivering messages to ODU faculty, staff, and student email addresses, land lines and cell phones. These messages include campus emergencies as well as campus and inclement weather and closures as they pertain to the entire campus community.

Personal Travel – To go from one place to another, as by automobile, train, plane, or ship for personal, family, or other purposes unrelated to university-supported purposes.

Program Organizer – The person responsible for the overall organization of group travel or the individual responsible for organizing his or her own University-supported travel. In addition, the program organizer is responsible for monitoring appropriate group constitution and adherence to this and all associated University policies.

Recognized Student Organizations – Student organizations that have completed the registration process and do not limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information except when permitted by law. Requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations. Recognition of an organization implies neither University approval or disapproval of the aims, objectives, and policies of an organization. Recognition does not preclude honorary and professional organizations from restricting their membership on the basis of clearly established and published criteria that have been approved as part of the recognition process, provided they do not deny membership on the basis of the statuses as described above.

Registered Student Organization (RSO) – A voluntary association of university students that has NO direct relationship to the University but upon completion of registration documents is entitled to certain privileges to include operating, meeting, advertising, and participating in activities on the University campus. This includes registered student organizations during their provisional status when known as provisional student organizations.

Study Abroad Program – Programs that are administered by the Center for Global Engagement. These typically include the following: faculty-led study abroad or study away programs, study abroad programs offered by affiliated/third-party providers that have been approved by CGE, and student exchange programs that have a formal agreement and are administered by the CGE.

Study Abroad Approval Committee (SAAC) – an approval body appointed by the Vice Provost for Faculty Affairs and Strategic Initiatives (or designee) and chaired by the Senior International Officer.

University Travel Oversight Committee (UTOC) – A committee made up of university faculty and administrative staff, appointed by the Vice President for Administration and Finance or designee, tasked to evaluate and approve proposals for travel to countries with elevated medical and security concerns, or proposals containing activities that cause concern.

University-Supported Travel - Travel supported by the University that must adhere to the Old Dominion University Risk Management Travel Policy (ODURMTP). .

D. SCOPE

This policy applies to all employees and students who are approved participants in university-supported travel (hereinafter referred to as "Group Members"), except as noted below. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. This policy also applies to visitors who may be prohibited from traveling to the campus during times of Federal, State, local or campus emergencies. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests, and all other persons located on property owned, leased, or otherwise controlled by the University.

This policy does not apply to travel related to Intercollegiate Athletics, which is managed by a contracted travel agency.

E. POLICY STATEMENT

Employees, students, and other approved participants who are traveling for university-supported purposes are required to register their travel using the Old Dominion University Travel Registry System.

Travel supported by Old Dominion University includes:

- Travel with an approved study abroad program through the Center for Global Engagement (CGE)
- Travel created, managed, organized, and/or supported through a university college, school or department (academic or other), including programs that involve an application process and participant selection
- Travel that expends University funds, to include grants, Foundation funds, scholarships, informal financial awards and/or financial aid
- Travel as a representative of the University in any capacity (credit or non-credit)
- Travel that fulfills Old Dominion University contractual agreements
- Travel that is necessary to achieve a degree requirement
- Travel for academic credit (directly through ODU or to be transferred through another University or accredited program)
- Travel for research, practica, internships/externships, field work, or conferences
- Travel for service learning organized by the University
- Travel under the aegis of the University for performances, humanitarian efforts, competitions (athletic, arts, etc.)
- Travel to an affiliated educational institution abroad
- Travel by recognized student organizations
- Travel for research leave abroad

Faculty (and dependents) on research leave abroad not related to the University (NOT using University funds, NOT representing the University, etc.) have the option to enroll in the University Travel Registry program and the international emergency medical and assistance services insurance.

Travel not supported by Old Dominion University includes:

- Personal travel
- Registered student organization travel
- Travel funded by an outside entity, during which the traveler will not be representing the University in any capacity
- Student travel to destinations with an elevated U.S. Department of State Travel Advisory as defined in Section F.4. (unless a waiver is granted by the University Travel Oversight Committee (UTOC)
- Employee or student travel to destinations with a Centers for Disease Control and Prevention (CDC) Warning Level 3 or higher as defined in Section F.5. (unless a waiver is granted by the UTOC)
- Group travel with undergraduate students that has not been approved by the home college/department, and approved by the Study Abroad Approval Committee and/or UTOC, if required
- Following the issuance of an evacuation order by the University, travel by a university employee or student to or in the pertinent geographic area, against the University's instructions

F. PROCEDURES

1. University Travel Registry

   University-supported travelers must register in the University Travel Registry. The University Travel Registry is a restricted-access database for maintaining key travel information for employees and students traveling both domestically and outside the United States of America for University-supported purposes. The University Travel Registry is the official and authoritative source of traveler information that forms the basis for the University's emergency response protocols and communication strategy (e.g., elevated advisories, alerts, warnings, evacuation notices) when responding to a critical incident or emergency affecting University-supported travelers. The University Travel Registry is managed by the Office of Risk Management in coordination with the Center for Global Engagement (CGE).

   The AlertTraveler™ application is a notification system downloadable to Android and IOS mobile devices to provide alerts on emergent situations. This is optional for most travelers unless otherwise specified. See Alert Traveler FAQ for more information.

2. Comprehensive International Insurance Coverage

   a. All members of university-supported student groups are required to purchase the designated emergency medical and assistance services insurance policy from the University-approved vendor regardless of any alternative coverage they might have. This allows the University to respond to the needs of an entire group uniformly in the event of an evacuation or other emergency.

   b. Participants and program organizers of alumni trips should refer to guidelines established by the Alumni Relations office. Refer to University Policy 5101, Education Abroad International Insurance Policy, for further guidance.
   c. To meet the insurance requirements, the University has contracted with an insurance provider to provide emergency medical and assistance services coverage for claims for health/accident, emergency security evacuation, and repatriation of remains, amongst others. The University insurance policy does not cover personal travel; individuals are

strongly encouraged to purchase insurance against trip cancellation, trip interruption, and loss of personal property.

1) All group members participating in study abroad programs (for credit or not for credit) are required to carry international emergency medical and assistance services insurance administered through the CGE. University Policy 5101, Education Abroad International Insurance Policy, speaks to this requirement.

2) All group members participating in other international travel for university purposes are required to purchase international emergency medical and assistance services insurance. Registration in the University Travel Registry ensures enrollment of the traveler into this insurance coverage. For departments with international travelers, enrollment is managed by the Office of Risk Management and therefore, departments with international travelers will receive an Inter Department Transfer authorization request to fund this coverage within 30 days post travel.

3) Students traveling on any type of university-supported (for credit or not for credit) or global education activity are required to purchase the designated international emergency medical and assistance services insurance policy from the University-approved vendor. This includes recognized student organizations.

   Registered student organizations or other student groups with a special interest are not university-supported and therefore are not eligible for the coverage mentioned above. These student groups are strongly encouraged to obtain coverage independently for all participants on each trip. The University Office of Risk Management can assist with this coverage. To inquire about coverage, a request for information should be sent no later than 45 days prior to the expected date of travel.

3. Global Travel Elevated Advisories, Notices and Restrictions

   The University Travel Oversight Committee (UTOC) is a committee of faculty and administrative personnel from key units across the University, appointed by the Vice President for Administration and Finance (or designee). The committee evaluates and approves proposals for travel to countries with elevated medical and security concerns, or proposals containing activities that cause concern. The UTOC membership includes representatives from the Office of International Admissions (OIA), CGE, Student Engagement and Enrollment Services (SEES), Strategic Communication and Marketing (STRATCOMM), Office of Risk Management, Office of Emergency Management, Legal Counsel, Old Dominion University Research Foundation, University Police, Office of Academic Affairs, Office of Research, Human Resources, Finance, and academic departments. In cases of a travel-related emergency or crisis, the UTOC is responsible for implementing this policy and associated procedures as applicable and making recommendations to the Executive Policy Group.

   With respect to travel advisories, alerts, notices, and restrictions, the UTOC is responsible for coordinating emergency and crisis responses using the information available in the Global Travel Registry and other resources.

4. U.S. Department of State Elevated Travel Advisories

    a. Student Travel: The University does not support student participation in educational activities in locations where a U.S. Department of State Travel Advisory Level 4 (Do Not Travel) has been issued, or to any region within a country with an elevated, persistent, or transient health, safety, or security issue (e.g., U.S. Department of State Travel Advisory Level 3 or Centers for Disease Control and Prevention (CDC) Level 2 or 3, or other unique safety issue concerning to the University). Students will not receive University sponsorship — including credit for academic programs, financial aid and scholarships, funding for research, or endorsement of co-curricular and extracurricular activities — if traveling to these countries without approval. All travel advisories are updated regularly and can be accessed at the U.S. Department of State website. See Section 6 for information on filing a petition/waiver for approval of travel to a prohibited area Students are required to contact a CGE staff member prior to beginning the petition process to ensure the petition/waiver is warranted.

    b. Faculty/Staff Travel: The University does not support faculty and staff travel activities in locations where a U.S. Department of State Travel Advisory Level 4 (Do Not Travel) has been issued, or to any region within a country with an elevated, persistent, or transient health, safety, or security issue (e.g., U.S. Department of State Travel Advisory 3 or CDC Level 2 or 3, or other unique safety issue concerning to the University). Faculty and staff will not receive University support if traveling to these countries without approval. All travel advisories are updated regularly and can be accessed at the U.S. Department of State website. See Section 6 for information on filing a petition for approval of travel to a prohibited area.

    c. The UTOC reserves the right to withdraw its approval at any time, should the conditions presented in an application for approval change materially. The UTOC is also responsible for recommending whether to suspend an ongoing or previously approved program if significant health, safety, or security concerns are raised at any time.

5. Centers for Disease Control and Prevention (CDC) Travel Health Notices

    a. Domestic Travel Advisories. Group members on University-supported activities are prohibited from traveling to U.S. cities, counties, or states or coming to the University from U.S. cities, counties, or states where the CDC has issued a Domestic Travel Advisory. This applies across the board to all aspects of university programming whether it be educational, research, or outreach. Under extraordinary circumstances, departments can petition the UTOC for a waiver to allow for critical travel. Waivers can be applied for but are not guaranteed and can be revoked at any time as the situation progresses.

    b. Global Travel Warnings. Group members on University-supported activities are prohibited from traveling to countries or coming to the University from countries where the CDC has issued a Warning Level 3 travel notice or other areas that the UTOC deems inappropriate. This applies across the board to all aspects of university programming whether it be educational, research, or outreach. Under extraordinary circumstances, departments can petition the UTOC for a waiver to allow for critical travel. Waivers can be applied for but are not guaranteed and can be revoked at any time, as the situation progresses.

6. Waiver Requests

Requests for waivers to travel to restricted areas require the following information be sent to TravelRisk@odu.edu. The Waiver Request Form must include the following information:

a. Traveler's affiliation to Old Dominion University
b. Traveler's full trip itinerary from point of origin
c. Reason exception is warranted
d. Mitigations by the traveler and the sponsoring department
e. Enforcement mechanisms for planned mitigation
f. Any other relevant information

Further, University departments that anticipate receiving anyone (students, guests, or visiting scholars) from a country for which the CDC has issued a Warning Level 3 travel notice must inform the UTOC in writing no less than 30 days prior to arrival.

If there are any University-supported travelers already in the affected area at the time the CDC issues a Domestic Travel Advisory or Warning Level 3 Travel Notice, or the University identifies a domestic or international region as medically high risk for travelers, the UTOC will immediately advise those travelers to leave the affected area. Individuals may petition the UTOC (with appropriate documentation as requested by the committee) for a waiver to continue their activities on site. Travelers returning to the U.S. from a region with a Domestic Travel Advisory, a country with a CDC Warning Level 3 travel notice, or region otherwise identified by the UTOC, may not return to any University campus or activities until they have been asymptomatic from illness or disease for the prescribed isolation period. The University will use CDC and Virginia Department of Health guidelines when determining the required time without symptoms.

For further guidance regarding this policy provision, contact the Office of Risk Management.

7. Additional Requirements for Student Travel

The international traveler (see 7.a.) and the travel organizer (see 7.b.) shall discuss their planning for all learning experiences with CGE prior to engagement with the organizers to determine University coverage and involvement. The CGE will inform the UTOC of such trips being planned to sites that may be subject to Section F. 3-5 regarding Elevated Advisors, Notices and Restrictions.

a. University-Supported Travel

University-supported education abroad programs for university students include programs abroad designed for student groups and programs designed for individual students (which might include faculty-directed programs, such as summer graduate and undergraduate research experiences or internships, and programs governed by a student exchange agreement or a contract between the University and a foreign University or third-party provider; these may or may not be undertaken for credit). University employees organizing or leading individual students or groups of students overseas on non-credit and credit-bearing University-supported global educational experiences must have their program proposal reviewed and approved in advance by the Dean or designated administrator of the academic or business unit in which the program is based.

In addition, all study abroad programs must follow CGE procedures and receive final approval by the Study Abroad Approval Committee (SAAC). This committee is appointed by the Vice Provost for Faculty Affairs and Strategic Initiatives (or designee) and chaired by the Senior International Officer. It is comprised of at least three faculty/faculty administrators representing multiple colleges, Deputy Director(s) and Study Abroad Coordinator(s) of the Center for Global Engagement. The committee will consult with appropriate administrative entities as needed and will review proposed and existing programs with the purpose of ensuring that the University delivers study abroad opportunities that meet the academic needs of its students, faculty and staff and that all study abroad programming maintains standards of quality in the delivery of instruction, support services, and administration consistent with University standards in these areas and compliant with University policy and State and Federal law. To that end, the SAAC will assess a broad range of questions relative to ODU study abroad programs, bilateral exchange agreements, and third-party affiliations, including: academic alignment with the ODU curriculum; added value of program site; health, safety, and security; recruitment, participant selection, admission, orientation, participation, and re-entry programming; financial management; responsibilities of faculty and staff; institutional responsibilities; geographic representation; institutional liability; and host country considerations.

Students who participate in study abroad programs are responsible for complying with the current procedures established by the CGE. Students who fail to comply may face the following: (1) have a hold placed on their student records, (2) be excluded from the program and lose non-refundable deposits and payments, and/or (3) loss of access to university financial aid for the semester or term abroad.

b. Student Group Travel - Responsibilities of Program Organizers and Participants

Program organizers and participants in university-supported global travel (for credit or not for credit) designed for student group participation (with group defined as more than one student) are subject to the following requirements:

1) University employees organizing or leading individual students or groups of students overseas on non-credit and credit-bearing University-supported global educational experiences must have their program proposal reviewed and approved in advance by the Dean or designated administrator of the academic or business unit in which the program is based. Study abroad programs will also be reviewed by the SAAC according to the established procedures. Study Abroad Program proposals must be submitted to SAAC by June 1 for programs the following academic year (fall, spring, summer).

2) Exceptions to these deadlines for all study abroad programs may be considered on a case-by-case basis; study abroad-related requests for exceptions should be submitted to the SAAC as soon as practically possible, and the SAAC will inform the UTOC of any travel that may fall under the oversight of the UTOC as described herein. Requests for exception to all other education abroad should be submitted to the Office of Risk Management as soon as possible.

3) Study abroad program reviews should be completed periodically according to SAAC guidelines.

4) Program organizers are responsible for following the ODURMTP, which incorporates pertinent University policies, guidance for global travel, and procedures for gathering and submitting pertinent information.

5) Program organizers are responsible for ensuring that all group members have obtained international emergency medical and assistance services insurance through the University's authorized vendor.

6) Additionally, group members must adhere to university guidelines for managing health, safety, and security abroad as outlined by the Office of Risk Management and Office of Emergency Management.

7) Student participants are responsible for paying the appropriate tuition and all related fees, as appropriate (e.g., ODU fees, program fee, CGE fees/study abroad administrative fees, etc.)

8) Program organizers may not allow any individuals other than approved group members to accompany the program.

   a) For groups of 15 or fewer students, faculty leaders must have an established plan to respond to situations preventing a student from continuing on the program's planned itinerary with the rest of the group (for reasons of injury, hospitalization, lost passport, etc.) while at the same time providing for supervision of the rest of the group as they proceed with the program. These students must be accompanied by the faculty leader or his/her pre-approved designee until able to rejoin the group or return home.

   b) For groups of more than 15 students, a second designated individual must always be available to assist in such circumstances; this individual can also be assigned additional duties to support the faculty leader and may be drawn from faculty, staff, on-site personnel, and/or graduate students.

   c) For groups of more than 30 students, a third designated individual is required, more than 45 requires a fourth, and so on in increments of 15.

9) Individuals serving the program must do so by contractual agreement and be approved by department leadership and designated administrator or Dean. Their duties must be clearly defined, and they must be appropriately trained. Program organizers are prohibited from having non-ODU students, faculty, or staff (i.e., partners, family members, friends) accompany the program organizer during the program/travel. Program organizers can petition the UTOC for an exception to this prohibition if there are extenuating circumstances.

10) Group leadership is required to have a working means of communication (e.g., cell phone) through which they can be contacted at all times in case of an emergency. For international travel, international cell phone service for leadership of the group is mandatory. Program organizers will have an established communications plan that explains the protocol and expectations of all group members during individual free time and in the case of an emergency. Program organizers must establish respective responsibilities for emergency response for all group members and communicate these clearly. It is important that program organizers be aware of and regularly monitor the primary means by which the Office of Risk Management will maintain contact with them (currently email).

11) While the group member is abroad, should an emergency or incident (e.g., terrorist activity, a natural disaster, a public health alert, etc.) occur that could potentially jeopardize the safe continuation of the program and/or well-being of the group members, all travelers are responsible for contacting their program organizer and their listed emergency contacts to confirm their safety.

12) In order to be eligible to lead student programs abroad, individuals must attend the Risk Management/Emergency Management Program Organizer Training once every two years, at a minimum.

13) Program organizers must provide a comprehensive pre-departure orientation to all group members before departing the U.S. and another, more targeted, orientation within two days of arriving on site. All group members must attend.

8. Individual Student Travel - Responsibilities of Participants

Students participating individually (i.e., not as a member of an ODU group) on any study abroad program affiliated with the University (i.e., governed by a student exchange agreement, MOU, or contract provider) must:

a. Follow the established procedures to have their program reviewed and approved in advance by the CGE.

b. Purchase the requisite international emergency medical and assistance services insurance through the University's authorized vendor or request a waiver. This waiver is only available to students returning to their home country, as determined by nationality or permanent residency, and who already have established insurance within their home country.

c. Follow this ODURMTP, which incorporates applicable university policies and guidance for global travel, and the procedures communicated by the CGE.

d. Comply with university guidelines for managing health, safety and security abroad as outlined/directed by the CGE.

e. For credit-bearing programs, pay the appropriate tuition and comprehensive fees (if relevant), program fee and CGE administrative fees.

f. Attend the required pre-departure orientation offered by the CGE.

Note: Credit-bearing global education programs supported by the University must be graded courses (A-F or P/F). All such programs must be taken for credit. Students enrolled in degree programs at other universities may petition the CGE to participate in ODU faculty-led programs. In order to petition they must gain admission to the University as non-degree-seeking students and meet all the criteria for admission to the program. Non-students who wish to participate in global education programs designed for student participation must do the same in order to be considered for participation.

9. Non-University-Supported Student Global Travel

a. University students or groups of students with special interests or needs (including Registered Student Organizations (RSO), which have no direct relationship with the

University) can opt to participate in a non-University-supported global education program, either through another University or a third-party provider; however, the University cannot guarantee these programs' quality nor their safety.

b. University students, or groups of students, participating in a global education program that is not University-supported may do so independently. During their absence, students will not receive any University support or coverage. The University encourages independent travelers to obtain international emergency medical and assistance services insurance as well as trip cancellation and personal property insurance. U.S. citizens are advised to register their trip with the U.S. Department of State's Smart Traveler Enrollment Program prior to departure.

10. Travel to the Campus

In the event of a declared national, state of Virginia, regional, or campus emergency, the eligibility for individuals to visit any University grounds or facilities and/or for students, faculty, and staff to return to university grounds or facilities may be restricted due to enforcement of mandated social distancing, self-isolation or quarantine, or essential personnel restrictions. This could include campus closures or partial closures imposed by the University, Commonwealth of Virginia, or the Federal government. In such cases, the UTOC and/or the Office of Emergency Management, in consultation with the Executive Policy Group, will advise the campus community of restrictions through periodic messaging and updates developed and issued by the Office of Strategic Communication and Marketing and ODU Alerts.

11. Failure to comply with this policy may impede the University's ability to assist the traveler in emergency situations.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth's Records Retention Schedules.

H. RESPONSIBLE OFFICER

Director of Risk Management

I. RELATED INFORMATION

University Policy 1051 – Business Travel Policy

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Robert Wells — January 5, 2022

Responsible Officer — Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks — July 27, 2021

Chair, Policy Review Committee (PRC) — Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Todd K. Johnson — January 5, 2022

Responsible Oversight Executive — Date

University Counsel Approval to Proceed:

/s/ Allen T. Wilson — January 18, 2022

University Counsel — Date

Presidential Approval:

/s/ Brian O. Hemphill, Ph.D. — January 24, 2022

President — Date

Policy Revision Dates: October 1, 2022 (Interim Policy); January 24, 2022

Scheduled Review Date: January 24, 2027