



OFFICE OF STUDY AWAY

Trinity College International Travel Policy

Introduction

The Trinity College Travel Policy determines which countries and regions Trinity College employees (i.e., faculty and staff) and students may travel to for study, work or professional development as representatives of the College. All such international travel requires approval in order for academic credit or financial support to be awarded. Failure to comply with all Trinity College Policies while on official College travel will result in the withholding of academic credit and/or financial support or reimbursement, or possibly disciplinary action.

It is the responsibility of Trinity College employees and students to notify the Office of Study Away in advance of all international travel plans on behalf of the College.

Restricted Destinations

Policy

Trinity College will not support, finance or award credit for any travel to countries designated by the U.S. State Department as a Level 2, 3 or Level 4 unless permission is granted in writing by the Office of the Dean of Faculty after a review of the travel application and an assessment of whether all Travel Policy conditions have been met.

Approval

Proposals for travel to restricted destinations will be reviewed by responsible parties or departments at Trinity College. Approval will be based on the diligence of the proposal (level of strategic planning, level of vetting of vendors/partners/providers), the relevance of the purpose of the trip to the mission of the College, the experience and the perceived competence level of the applicants, and upon a more in-depth review of the particular destination and itinerary within the restricted country, as guided by travel advisories from the U.S. Department of State. The decision of the college is final.

U.S. State Department Advisory Levels

Level 4. No approval for travel to these destinations will be given.

Level 3. Approval may be given for travel to Level 3 destinations if:

- A. No other of the following international travel advisories (Australia, Canada, Great Britain and New Zealand), advise against travel to the destination;
- B. International SOS risk rating is no higher than medium;
- C. The itinerary is limited to regions within the destination country for which the U.S. State Department has indicated that the risk is lower than that for the overall risk of the country and International SOS has indicated that the risk is no greater than medium;

- D. The itinerary has been reviewed and approved by a representative of International SOS;
- E. The application demonstrates competence and due diligence including an understanding of the hazards and the implementation of risk mitigation strategies; and
- F. The applicants agree to any additional requirements, e.g., Committee requested changes in itinerary, the carrying of satellite communication devices, an agreement that no itinerary changes will be made once the program begins without Committee permission and any additional vetting or addition of personnel deemed necessary.

Approval may be granted for travel to Level 3 destinations for individual professional travel by staff and faculty, as well as for faculty to lead Trinity students abroad. No approval will be granted for student led groups or individual students on independent study or internships.

Approval may be granted for travel to Level 3 destinations for students studying abroad with an approved internationally based third party provider who is willing to indemnify Trinity College if all the conditions in sections A – C above are satisfied.

Level 2. Approval may be given for proposals for travel to Level 2 destinations if:

- A. The International SOS risk rating is no higher than medium;
- B. The itinerary is limited to regions within the destination country for which the U.S. State Department has indicated that the risk is no greater than that for the overall risk of the country and International SOS has indicated that the risk is no greater than medium;
- C. The application demonstrates competence and due diligence including an understanding of the hazards and the implementation of risk mitigation strategies; and
- D. The applicants agree to any additional requirements, e.g., Committee requested changes in itinerary, the carrying of satellite communication devices, an agreement that no itinerary changes will be made once the program begins without Committee permission and any additional vetting or addition of personnel deemed necessary.

Approval may be granted for travel to Level 2 destinations for individual professional travel by faculty and staff, as well as to lead Trinity students abroad.

Approval may be granted for travel to Level 2 destinations for student led groups or individual students on independent study or internships if the International SOS risk rating is Low or Insignificant.

Approval may be granted for travel to Level 2 destinations for students studying abroad with an approved internationally based third party provider if the itinerary does not venture into any area for which the International SOS risk rating is higher than Medium.

Level 1. No additional considerations. Trinity College reserves the right to withhold approval and support if the U.S. State Department Advisory designation is significantly inconsistent with International SOS' risk rating.