

TO: Administrative, Academic, and Student Success Leaders

FROM: Linda Schadler, Acting Provost and Senior Vice President
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DATE: October 29, 2024

SUBJECT: International Travel – Faculty and Staff

As part of our efforts to modernize processes and policies in a variety of areas, in the coming months we expect a broad review of international travel procedures to improve the overall planning experience for faculty and staff. In the meantime, to ensure that those traveling internationally have proper support and information related to health and safety planning, we are implementing an interim process as follows:

Applicability: Effective immediately, this process applies to employees traveling to areas of the world designated by the United States Department of State (DOS) with level 3, level 4, or “Other” [travel advisories](#).

Goal: To support and guide UVM employees traveling internationally, while balancing travel risks.

Process:

- 1) Faculty and staff planning or contemplating work-related travel to areas with DOS level 3, level 4, or “Other” travel advisories must notify their department chair or director-level supervisor as soon as possible and no later than eight (8) weeks prior to the target departure date.
- 2) Upon receiving this notification, and before approving the travel, the department chair or director-level supervisor will e-mail [Risk Management](#). The e-mail will include a sketch itinerary of the trip including sites visited, means of in-country transportation, whether others will be traveling, and other trip information that will help Risk Management assess risks and identify mitigation strategies in preparation for the meeting described in step three.
- 3) Within ten (10) days of receiving the department chair/director notification, Risk Management will meet with the traveler and chair/director, engage Healix International, and consult with the university’s insurance carriers or others as necessary.
- 4) Within seven (7) days of the meeting, Risk Management will provide written recommendations summarizing risks and mitigation strategies related to the travel.
- 5) After the faculty or staff member and chair/director review the written recommendations about travel risks and actions that can be taken to mitigate those risks, final approval rests with the department chair/director. Chairs or directors may consult with their dean or supervisor.

Process Summary:

| Step | Timeline | Action | Description |
|------|--|---|--|
| 1 | 8 weeks or more before planned travel | Traveler notifies chair/director | Employee must notify chair/director of planned travel to DOS 3, 4, and "Other" locations |
| 2 | Upon notification of Step 1 | Chair/director notifies Risk Management | Chair/director notifies Risk Management of the travel and schedules meeting |
| 3 | Within 10 days of Step 2 | Meeting | Risk Management meets with the traveler, chair/director, and engages Healix and others to discuss the trip |
| 4 | Within 7 days of Step 3 | Written Recommendation | Risk Management issues a written recommendation re: trip risk and mitigation strategies |
| 5 | After review of written recommendation | Decision | After reviewing written recommendation, chair/director makes decision regarding travel approval |

For more details about international travel health and safety information visit Risk Management's [Travel Safety page](#).