

 <p>Category: Administration</p> <p>Policy applicable for: Undergraduate, Graduate and Professional Students</p>	<p><i>Policy Title:</i> Student Travel</p> <p>Effective Date: 07/31/2024 Prior Effective Date: 07/19/2018; 08/01/2016; 10/01/2012</p> <p>Enabling Act(s):</p>	<p><i>Policy Number:</i> 1.10.2</p> <p>Policy Owner: Sr. VP for Academic Affairs & Provost Sr. VP for Administration and Finance VP for Student Affairs Responsible Office(s): UC International Enterprise Risk Management Student Activities and Leadership Development</p>
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Background

University of Cincinnati students frequently travel as a part of their academic and co-curricular activities. To appropriately manage this travel and safeguard students, travel requirements have been established. The university is obligated to take all steps reasonably possible to ensure the safety of its student travelers.

Scope

This policy applies to all student travel beyond 100 miles of the UC campus of departure or overnight travel undertaken by enrolled students, which is:

- Fully or partially funded by the University of Cincinnati; or
- Required for a course or class (academic credit issued); or
- Sanctioned by a registered university student organization, club sports team or department.

This policy does not cover:

- NCAA or USCAA student athletics travel which is regulated under NCAA or USCAA rules and regulations and is arranged by the UC Department of Athletics or UC Clermont Athletics.
- Student travel to athletic and other events as a spectator unless the travel is sponsored by the university, a student organization or for academic credit.
- Students participating in a domestic co-op when short-term international travel is included as part of the co-op placement or internship.

Requirements

- **All Travel (Domestic and International)**

- Students are required to comply with the standards set forth in the University of Cincinnati Student Code of Conduct and with applicable university policies, procedures, rules and regulations. Noncompliance could result in disciplinary action as laid out in the University of Cincinnati Student Code of Conduct.
- A Student Travel Authorization form must be completed if university funds are used to fund any portion of the student travel.
- Travel sponsored by a student organization must be consistent with the organization's mission and constitution. Travel should be planned so as not to create any interference with academic responsibilities.
- Three or more students traveling together are considered a group and therefore require a travel monitor. The travel monitor is not required to travel with the group. The travel monitor:
 - Obtains itinerary details and contact information for each traveler by use of Student Travel Group Authorization & Contact Form; and
 - Arranges a pre-travel meeting to discuss emergency procedures; and
 - Leave a copy of the itinerary and contact information with the group's advisor or sponsoring department.
- Faculty and staff members are also required to comply with this policy. Noncompliance could result in disciplinary action up to and including termination.
- If a student under 18 years of age is traveling, the university will require that the student's parents or legal guardian provide signature approval of the travel.

- **International Travel**

- Students are required to register with UC International and complete all relevant documentation in UC International's on-line system (Terra Dotta).
- Students agree to abide by UC International's rules and regulations, which include reading and understanding all aspects of this policy.
- Students who plan to travel abroad are expected to review their destination's "Travel Advisory" as issued by U.S. Department of State.
- The U.S. Department of State's Travel Advisory system, implemented in January 2018, gives each country an overall rating from 1 to 4.
 - UC students are not permitted to travel to countries listed as Travel Advisory Level 4: Do Not Travel. Appeals will not be considered for such travel.
 - It is not recommended that UC students travel to countries listed as Travel Advisory Level 3: Reconsider Travel. UC students interested in travel-to-Travel Level Advisory 3: Reconsider Travel must request

an exemption by appeal to the International Travel Oversight Committee (ITOC). Decisions of the ITOC are final.

- Due to the serious risks of safety and security, the decision to travel to Travel Advisory Level 3: Reconsider Travel locations should be made with a serious understanding of the risks and a plan to mitigate those risks abroad. There are times when UC students may have a plan to mitigate these risks and the inability to travel to a location would compromise UC's mission towards research and graduate education. Therefore, ITOC is open to considering graduate student (including medical, law and PhD students) travel to Travel Advisory Level 3: Reconsider Travel locations when it involves unique research or presentation opportunities when vetted by the home college (and IRB approval, if appropriate).
 - Alternately, there are times when the risk of traveling to locations with a Travel Advisory Level 3: Reconsider Travel places UC students and the University of Cincinnati under unnecessary risk. This includes non-credit experiences for undergraduate students and study abroad or co-op (when an alternate location is available that does not present significant risk). UC faculty-led study abroad programs will be considered on a case by case and annual basis when the program can demonstrate a mitigation of safety concerns and the lack of alternative location. ITOC approvals for appeals for undergraduate travel to Travel Advisory Level 3: Reconsider Travel will be made with caution and in rare occasions.
- Students may travel to all locations that include a 1: Exercise Normal Precaution or 2: Exercise Increased Caution.
 - If a student chooses to go to a location with a Travel Advisory Level 4: Do Not Travel or Travel Advisory 3: Reconsider Travel without an exemption from the policy, they may not participate in a university-sponsored program, receive support or funding from the university or receive credits (including transfer credits) from the overseas program.
 - Students who intend to take UC equipment or software abroad should visit the institution's Export Controls website to familiarize themselves with U.S. export control laws and regulations and determine if they are in compliance.

Colleges/departments should reference the Treasurer's website (*linked below*) to determine the tax implications of student travel reimbursements.

Related travel procedures including taxability of student travel are mandatory and enforceable.

Organizational units may institute policies more, but not less, restrictive than this policy (1.10.2) if desired.

Related Links:

Taxability of Student Travel (Treasurer's website) = <https://www.uc.edu/about/admin-finance/finance/treasurer/tax-compliance/StudentTravel.html>

UC International: Study Abroad = <https://www.uc.edu/campus-life/study-abroad.html>

UC International Travel Oversight Committee (ITOC) = <https://international.uc.edu/staff/resources.html>

U.S. State Department List of Current Travel Warnings = <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

OFAC Sanctions = <https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>

Export Controls = <https://research.uc.edu/support/offices/export-controls/>

Student Travel Decision Tree = [https://www.uc.edu/content/dam/refresh/af-62/af-policies/student travel decision tree.pdf](https://www.uc.edu/content/dam/refresh/af-62/af-policies/student%20travel%20decision%20tree.pdf)

FORMS:

[Student Travel Authorization Form](#) (for individuals)
[Student Travel Group Authorization & Contact Form](#)
[Student Travel Group Budget Form](#)

Phone Contacts:

UC International	(513) 556-4278
UC Export Controls	(513) 556-1426
Office of Enterprise Risk Management	(513) 558-5042
Student Activities and Leadership Development	(513) 556-6115