

## **TRAVEL ABROAD POLICY**

### **Introduction:**

The Travel Abroad Policy is designed to aid and assist faculty and staff in the most appropriate way to secure safe travel abroad with students and other clients. This policy is to be adhered to by each college with a study abroad program within the 48 contiguous states, to include Alaska, Hawaii and the U. S. Territories as officially recognized by the U. S. Department of State.

### **Responsibility of the Deans:**

Each College Dean/Vice President is responsible for communicating this policy to faculty and staff who administer, travel and/or teach in the study abroad program.

### **Responsibility of the Faculty/Staff Member:**

Faculty and staff administering study abroad programs must initiate the appropriate travel documents found on the web at [www.ulm.edu/forms](http://www.ulm.edu/forms). Each document must be completed by students and copies filed in the following offices:

- Vice President for Student Affairs
- Vice President for Academic Affairs
- College Dean
- Associate Dean of Students and Judicial Affairs
- Department Chair

### **Statement of Student Responsibilities:**

Students participating in study abroad program must adhere to all established policies and procedures set forth by the University of Louisiana at Monroe. In addition, students are reminded that the Code of Student Conduct also governs their behavior on and off campus. It is the intent of this policy to provide the most appropriate mechanism to govern study/travel abroad in as safe a manner as possible.

### **Traveling Abroad:**

It is imperative that faculty register with the U. S. Embassy or Consulate (in the traveled country) to make the presence and whereabouts of faculty and students known in case the Consulate should need to make contact. If a disaster occurs within the traveled country, the Consulate can assist in evacuation, if necessary. However, the Consulate cannot assist in any way if they do not have a point of contact for visitors in their country. For additional international travel information on travel warnings, Consulate information, safety and health issues, emergencies and crises, and public announcements, visit the U.S. Department of State at [www.travel.state.gov](http://www.travel.state.gov).

### **In Case of an Emergency:**

The faculty/staff member should notify the Embassy or Consulate in the traveled country and the University Police Department, who will contact the Vice President for Student Affairs. The Vice President for Student Affairs will contact student's families and provide information to them as it becomes available.