

Faculty with Students International Travel Policy

Purpose

The purpose of this policy is to provide procedures for faculty and staff who organize and oversee student travel on University trips outside of the United States.

Definition

University Trip – includes any trip by students outside the United States organized, administered, led, sponsored by or related to any University school, college, department, program, group, faculty member, or administrator for any reason including academic, community service, or humanitarian endeavors.

Policy

Subsequent to the recent natural disasters and political unrest around the world, the University of Miami has revised its student international travel policy to assist in better effectuating safety mechanisms and insurance coverage for our students and faculty traveling internationally on a University Trip.

To ensure that the proper safety procedures and insurance coverage apply, all University trips must be registered with the International Education and Exchange Office (“Study Abroad”). All students traveling on University trips must register through Study Abroad.

All faculty members and administrators responsible for a University trip must notify Study Abroad of the trip and ensure that the trip is registered by the Study Abroad office.

All students traveling outside the United States on a University trip must register with Red24 at the website: <https://traveltracker.red24.com/#/>. Students must register their entire itinerary including all locations traveled. Should the itinerary change at any time prior to and/or during the trip, the changes should be updated in the Red24 website. Instructions regarding registration within red24 can be [found using this link](#).

Approval for any University trip to countries on the U.S. State Department travel advisory list must be given by the Director of Risk Management four weeks prior to travel.

Noncompliance

Failure to comply with this policy will not only expose individual faculty and staff to personal liability, but also cause this trip to be a non university trip and therefore, expenses related to the trip may not be reimbursed.