

Boston College International Travel Policy

Purpose and Scope

The purpose of this Policy is to address health, safety, and security considerations when Boston College faculty, staff, and students travel internationally in connection with their University activities. This Policy establishes guidelines intended to mitigate health, safety, and security risks to international travelers, enhance the capability of the University to communicate with and support travelers in an emergency, and support compliance with government regulations applicable to international travel.

This Policy applies to all faculty, staff, and students when their international travel is funded or administered by Boston College or otherwise to faculty and staff when their international travel will accommodate a third-party request to engage in professional activities related to the individual's role or affiliation with Boston College. This Policy does not apply to the personal travel of faculty, staff, or students, unless the personal travel is combined with University Travel (as defined below). This Policy does not replace or limit other University or departmental policies and procedures that may be applicable to the travel, including, without limitation, travel expense approval procedures, the [Academic and Extracurricular Student Travel Policy](#), applicable when traveling with groups of students, and the [Export Control Policy](#), applicable when traveling internationally with certain types of technologies, software, research, or other intellectual property.

Definitions

High-Risk Destination refers to countries and regions under a U.S. Department of State-issued Travel Advisory of Level 3 (Reconsider Travel) or Level 4 (Do Not Travel), or such other locations that Boston College may designate based on information provided by the U.S. Centers for Disease Control and Prevention (CDC), other U.S. Government agencies, the World Health Organization, insurers, travel providers, or other sources.

International travel refers to travel to or through locations outside of the United States or U.S. territories.

University Travel refers to international travel (i) by faculty, staff, or students that receives funding or administrative support from the University, or (ii) by faculty or staff that will accommodate a third-party request to engage in professional activities related to the individual's role or affiliation with Boston College, including, but not limited to, teaching, conference attendance, or research.

Sanctioned Destination refers to countries, regions, and entities subject to economic and trade sanctions, based on federal regulations and U.S. foreign policy and national security objectives that are administered by the U.S. Department of the Treasury, U.S. Department of Commerce, or U.S. Department of State.

Travel registry refers to the online travel registration platform available at travelregistry.bc.edu, which allows members of the University community to register information about their trip and emergency contacts, and obtain health, safety and compliance resources specific to their travel destination. The travel registry is administered by the Office of Global Engagement.

Global Travel Advisory Committee shall be chaired by the Associate Director for Global Safety and Security and include the Director of Global Engagement, the Director of Research Security, Integrity & Compliance, the Dean of Students, the Director of Risk Management, the Director of Emergency Management, the Associate Vice President of Advancement Operations and Planning, one or more Associate Deans on a rotating basis, as designated by the Provost, and such other individuals as may be designated by the Executive Vice President or the Provost.

Role of the Global Travel Advisory Committee

Under the charge of the Executive Vice President and the Provost, the Global Travel Advisory Committee shall assess health, safety, and security risks associated with International Travel; review and recommend international travel policies, procedures, and training; advise University leadership on proposed travel to High-Risk Destinations; and monitor and assess changing travel conditions.

Travel Planning

All members of the Boston College community planning University Travel must familiarize themselves with this Policy and the risks of travel associated with their destination countries. Faculty, staff, and students should consult the website of the Office of Global Engagement well in advance of their University Travel for resources and guidance on traveling internationally. The department sponsoring the travel should also consult with Procurement and Accounts Payable for additional policies and discounts for planning University Travel. Faculty or staff arranging or leading overnight travel for groups of students must also plan the travel in accordance with the procedures set forth in the University's [Academic and Extracurricular Student Travel Policy](#).

Trip Registration and Insurance

All members of the Boston College community planning University Travel must provide their trip information as soon as reasonably practicable in advance of the trip utilizing the University's travel registry, or in circumstances in which the individual's travel will be registered by a group trip leader or department administrator, provide such information as requested so that the trip may be registered. Registration prior to departure will enable the University to provide any applicable destination-specific guidance, including any relevant regional health and safety risks; security concerns regarding improper foreign influence, theft of intellectual property and academic espionage; and export control rules applicable to travel with export-controlled technology, equipment, and information. Questions regarding the travel registry should be addressed to the Office of Global Engagement.

Each person planning University Travel funded or administered by Boston College must confirm enrollment of the trip with the University's health and emergency services insurance provider prior to departure. Information on how to enroll shall be available on the travel registry. Questions concerning the coverages available or enrollment should be addressed to Office of Risk Management.

Restrictions on University Travel

Boston College may prohibit, delay, or impose conditions on University Travel, including, without limitation, for reasons related to the health, safety, or security of Boston College faculty, staff or

students. In addition, the following restrictions on University Travel to High-Risk or Sanctioned Destinations will apply:

1. University Travel to or through High-Risk Destinations shall require the prior approval of (i) the individual's Dean or Vice President, and (ii) the Provost or the Executive Vice President. Faculty, staff, and students planning University Travel to High-Risk Destinations must confirm submission of their travel information to the travel registry, and provide such other information as may be requested by the Office of Global Engagement. The Associate Director for Global Safety and Security will review the travel information, consult with other University officials as applicable, and advise University leadership as requested regarding the proposed travel. A decision to approve travel to a High-Risk Destination may subsequently be modified or withdrawn based on changing conditions at the High-Risk Destination or updated advisories from government agencies, insurers or other sources. Questions regarding the review and approval of travel to or through a High-Risk Destination should be addressed to the Associate Director for Global Safety and Security.
2. University Travel to or through Sanctioned Destinations may require additional, specific approvals, including the issuance of an export license by the federal government prior to departure. All faculty, staff, and students planning University Travel to a Sanctioned Destination must confirm submission of their travel information to the travel registry, and provide such other information as may be requested by the Office of Research Security, Integrity and Compliance. All such information should be provided well in advance of the departure date, as obtaining export licenses from the federal government may require significant lead time and license requests can be rejected. Questions regarding travel to Sanctioned Destinations and export control considerations should be addressed to the Office of Research Security, Integrity and Compliance.
3. Undergraduate or graduate student University Travel that is part of student group activity must also comply with the guidelines established by the [Academic and Extracurricular Student Travel Policy](#).

The Office of Global Engagement shall have primary oversight for compliance with this Policy.

Approved: William P. Leahy, S.J.
Date: August 28, 2023