Professional International Travel Requirements for DSU Faculty and Staff

International travel is a highly valued activity which promotes global learning. Formal University international travel includes attendance at conferences or meetings, engagement in international research and, sponsored projects, teaching, cultivation of worldwide collaborations and partnerships, and other activities for University business. However, international travel is not a risk-free activity.

Prior to participating in international travel and actually incurring expenses, all University-sponsored travel requires written approval by the appropriate designated authority (i.e. deans, vice president, provost, and/or president). Faculty and staff must submit the required abroad form(s) (International Travel-Assumption of Risk and Release Form and a copy of the approved travel authorization) to the Office of International Affairs (OIA), Grossley Hall, Room 115A. A copy of the approved travel authorization and the completed travel abroad form(s) must be submitted to OIA two weeks prior to departing so that the University can help ensure the safety of DSU faculty and staff while abroad and monitor any travel advisories.

The OIA monitors travel alerts, warnings, and/or public announcements issued by the U.S. Department of State (or other agencies such as the World Health Organization and the U.S. Centers for Disease Control and Prevention). If a travel alert, warning, or public announcement is in effect for the dates of intended travel, the Office of International Affairs will forward information to the Provost for further review, including possible recommendations for trip cancellation if there is just cause of substantial risk to the traveler(s).

It is the responsibility of the faculty/staff member to contact his/her insurance company to ensure coverage while abroad.

**Traveling with students:**
Faculty and Staff traveling with students must notify the OIA as soon as you start planning your journey abroad. We will assist you as well as the students with all the necessary documents required to travel abroad. We have pre-departure meetings with the students to prepare them for their trip abroad. When traveling with students, faculty and staff must view the safety abroad powerpoint presentation, receive a copy of the Study Abroad Emergency Response Guildeline (visit the OIA for a copy) and complete and submit the Program Director’s Study Abroad Information and the Safety Abroad & Receipt of the Emergency Response Guideline forms in addition to the International Travel-Assumption of Risk and Release Form two weeks prior the departure date. Faculty and Staff, who organize a DSU Program abroad, must accompany students to and from the destination abroad.

**Export Controls:**
Faculty and staff intending to travel internationally with laptops, research equipment, and other high-tech items falling under federal export controls laws must comply with government restrictions associated with international travel. Federal law stipulates the penalties for non-compliance. Refer to the Office of Sponsor Programs for more information on Export Controls and tips.

**Tips:**
Please visit the below site to learn more about the country you plan to visit. This site is extremely helpful and provides an abundance of information for anyone traveling abroad.

http://www.state.gov/travel/
http://travel.state.gov/content/passports/english/country.html (travel warnings)

If you need additional information or have questions/concerns regarding traveling abroad please don’t hesitate to contact our office at 302-857-6474 (office) 302-857-6567 (fax) or cmoore@desu.edu. (in the subject line please type: Study Abroad). It is our goal for you to have a safe yet awesome experience abroad.