

POLICY ON U.S. DEPARTMENT OF STATE TRAVEL ADVISORIES AND UNIVERSITY-SUPPORTED TRAVEL ABROAD

Scope:

This policy applies to all faculty, staff and student (undergraduate and graduate, credit bearing and non-credit bearing) international travel supported, in whole or in part, by Bucknell University. For purposes of this policy, “supported” travel includes travel for which Bucknell is committing financial, staffing or other resources (including academic credit), or which is otherwise being undertaken under the auspices of Bucknell University.

This policy relates only to the impact of U.S. Department of State, Bureau of Consular Affairs (“Department”) advisories on international travel security. Other University policies regarding travel approval (e.g. evaluation and approval of travel arrangements by the Provost’s office) remain in effect.

Background:

Although conditions in a country may change at any time, the Department issues Travel Advisories for every country in the world, assigning countries a risk level as follows:

- **Level 1 (Exercise Normal Precautions):** This is the lowest advisory level for safety and security risk, although there is some risk in any international travel.
- **Level 2 (Exercise Increased Caution):** Individuals should be aware of heightened risks to safety and security. The Department provides additional advice for travelers in these areas in its Travel Advisory.
- **Level 3 (Reconsider Travel):** Individuals should avoid travel due to serious risks to safety and security. The Department provides additional advice for travelers in these areas in its Travel Advisory.
- **Level 4 (Do Not Travel):** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance to travelers. The Department advises that U.S. citizens not travel to the country or, if already in-country, to leave as soon as it is safe to do so. The Department provides additional advice for travelers in these areas in its Travel Advisory.

In addition to assigning an overarching advisory level to a country (“Country Advisory Level”), the Department may assign different levels to specific areas within a country (“Area-Specific Advisory Level”). Individuals considering travel abroad should check Country and Area-Specific Advisory Levels, and read detailed information regarding the Travel Advisories, at <https://travel.state.gov/traveladvisories>.

Policy:

The extent to which Country and Area-Specific Travel Advisories impact on proposed University-supported travel shall be consistent with the parameters set forth here. See *Provost's Office Approvals and Exceptions* below for additional information regarding required approvals and possible exceptions.

- **Country Advisory Level 1 (with no Area-Specific Advisory Levels 3 or 4)**
 - Faculty and staff may participate in University-supported travel to the country.
 - Students may participate in University-supported travel to the country.

- **Country Advisory Level 1 (with Area-Specific Advisory Levels 3 or 4)**
 - Faculty and staff may participate in University-supported travel to the country. Travel to areas designated Level 3 requires approval from the Provost's Office, which will consult with the Office of Global and Off-Campus Education and the General Counsel's Office. Travel to areas designated Level 4 is not permitted.
 - Students may participate in University-supported travel to the country (excluding areas designated Level 3 or 4), with approval from the Office of Global and Off-Campus Education. Travel to areas designated Level 3 or 4 is not permitted.

- **Country Advisory Level 2 (with no Area-Specific Advisory Levels 3 or 4)**
 - Faculty and staff may participate in University-supported travel to the country.
 - Students may participate in University-supported travel to the country, with approval from the Office of Global and Off-Campus Education.

- **Country Advisory Level 2 (with Area-Specific Advisory Levels 3 or 4)**
 - Faculty and staff may participate in University-supported travel to the country. Travel to areas designated Level 3 requires approval from the Provost's Office, which will consult with the Office of Global and Off-Campus Education and the General Counsel's Office. Travel to areas designated Level 4 is not permitted.
 - Students may participate in University-supported travel to the country (excluding areas designated Level 3 or 4), with approval from the Office of Global and Off-Campus Education. Travel to areas designated Level 3 or 4 is not permitted.

- **Country Advisory Level 3**
 - Faculty and staff may participate in University-supported travel to the country only with approval from the Provost's Office, which will consult with the Office

of Global and Off-Campus Education and the General Counsel's Office. Travel to areas designated Level 4 is not permitted.

- Travel by students is not permitted.
- **Country Advisory Level 4**
 - Travel by faculty, staff or students is not permitted.

Provost's Office Approvals and Exceptions:

Approvals: Faculty and staff seeking approval for travel involving a Country Advisory Level 3 or Area-Specific Advisory Level 3 should direct requests for approval to the Vice Provost. Faculty and staff requests for approval should be in writing and should include a description of the proposed travel, including how the travel is relevant to the teaching, research, or work of the individual; proposed itinerary; preparations and precautions for travel; and emergency contact information.

Exceptions: The Provost's Office will consider granting an exception in very limited circumstances for faculty and staff travel involving a Country Advisory Level 4 or Area-Specific Advisory Level 4, or student travel involving a Country Advisory Level 3 or Area-Specific Advisory Level 3. Faculty, staff and students should direct exception requests to the Vice Provost, in writing. Requests should include a description of the proposed travel, including how the travel is relevant to the academic progress, teaching, research, or work of the individual; proposed itinerary; preparations and precautions for travel; and emergency contact information. Exceptions will not be considered for student travel involving Level 4 advisories.

Releases:

Faculty and staff traveling to Level 3 or 4 countries or areas must execute an appropriate Assumption of Risk, Waiver and Release Agreement.

All students engaging in travel abroad are required to execute an appropriate Assumption of Risk, Waiver and Release Agreement, with a supplemental agreement applicable to travel to any Level 3 country or area.

Insurance:

Individuals with questions regarding insurance coverage for University-supported travel should contact the Director of Risk Management and Insurance (cdw011@bucknell.edu or x71149).