

(Pictured: Student Life Wordmark)

International Travel Policy for Recognized Student Organizations

I. International Travel for Recognized Student Organizations

The University of Alabama supports student organizations and the integral role they play in enhancing the college experience. In an effort to assist student organizations with travel needs, the University of Alabama requires any recognized student organization that is planning international travel to register their trip with The Office of Student Involvement/The SOURCE and Education Abroad prior to departure.

“Sponsored International Travel” is defined as any activity that takes place outside of the United States, such as a conference, performance, competition, service project, retreat, or social or professional activity, and that is coordinated, facilitated by the student organization and/or financially supported by the student organization’s funds. Registration and approval also requires enrollment in The University of Alabama approved travel insurance program.

II. General Guidelines

Recognized Student Organizations at The University of Alabama who are planning Sponsored international Travel should abide by the following guidelines:

- A. Ensure that the travel relates to the purpose, mission and/or guiding principles of the organization and that there is an educational or mission-based correlation to the questions of why you are going, what you will do, and where you are going for international travel;
- B. Have a designated **“Student Trip Organizer”** who is a UA student and member of the organization and responsible for submitting trip paperwork via the **“Student Organization Travel Activity Form”** to UA and updating members attending the trip on necessary aspects of the trip coordination process in a timely manner;
- C. Comply with the policies of student organizations as stated in the Student Organization Handbook and UA Student Code of Conduct;
- D. Ensure that travel is scheduled so that it does not create an unnecessary interference with a student’s academic responsibilities (Student organization travel does not constitute an “excused absence” from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed)
- E. Have a designated **“Trip Advisor”** that is a full-time faculty/staff member at The University of Alabama;

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- F. Have a well-planned travel itinerary associated with the trip, comply with deadlines set by UA and have ensured that details of itinerary, travel arrangements, and accommodations have been shared with travelers (who are participating in the trip. (See “*Student Organization International Travel Registration & Sample Itinerary*”)

III. Terms

- A. “Sponsored International Travel” is defined as any activity that takes place outside of the United States, such as a conference, performance, competition, service project, retreat, or social or professional activity, and that is coordinated, facilitated by the student organization and/or financially supported by the student organization’s funds.
- B. “Student Trip Organizer” is defined as one or more UA students who is currently enrolled student and is traveling with the group and affiliated with the student organization conducting the travel. The Student Trip Organizer(s) is/are the main university contact and are responsible for ensuring that the group follows any established policies and procedures. The Student Trip Organizer should work closely with the organization’s advisor of record with The SOURCE and/or the trip advisor (*if not the organization’s advisor*), and the Office of Student Involvement/The SOURCE in the coordination of trip approval processes. In addition, the Student Trip Organizer is responsible for notifying the appropriate university administrators in the event of an emergency (see “Emergency Procedures”) or cancellation/change in any trip details.
 - 1. The “Student Trip Organizer” should be:
 - a) *A currently enrolled student at The University of Alabama during the time of trip planning and for the duration of the proposed trip start and end date;*
 - b) **Without an outstanding open sanction and/or disciplinary records or clearance process through Maxient/Office of Student Conduct, Student Care & Wellbeing, SHC, HRC, or any other campus body deemed necessary in determining a student’s current wellbeing status*
 - c) **No academic warning or probation holds; In academic good standing (cumulative 2.0 GPA or higher) and without penalty, sanction, or issue via the Academic Honor Council or*

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- d) **No active disciplinary or compliance issues with the current organization or any other UA organization and actively engaged with the student organization sponsoring the trip and listed on the sponsoring organization's roster via mySOURCE*

***NOTE: Provisions in Section III. B1 clauses b, c, and d also pertain to anyone deemed a "Trip Participant"**

- C. **"Trip Advisor"** is defined as a full-time university staff or faculty member (preferably the organization's advisor; can be designee in cases where advisor is unable to attend) is required to accompany any sponsored international travel that meets the **"Sponsored International Travel"** definition. It is recommended that each trip have at least 2 advisors present and participating at all times. The Trip Advisor will be responsible for ensuring the itinerary for the trip is following, as well as being the point of contact between the student organization and the University.

IV. Trip Approval Requirements

- A. An individual student or recognized student organization must complete and submit the **"Student Organization Travel Activity Form"** to the Office of Student Involvement/The SOURCE no later than **sixty (60) business days** before the start of the scheduled trip. The form can be found on mySOURCE under the "FORMS," tab or via the [website](#).
- B. Failure to register a trip by completing the form will result in notification of non-authorized travel to any proposed travelers and travelers will NOT be covered by The University of Alabama approved travel insurance plan and International SOS program. Additionally, any previously approved funding provided by UA could be rescinded. **The following guidelines exist regarding International Travel Warnings:**
1. Students traveling outside of the United States and U.S. territories are required to research additional details before submitting their Student Organization Activity Form. If the travel is to a country designated as a Level 3 or Level 4 on the U.S. Department of State's Travel Advisory List or Center for Disease Control (CDC) Warning List, the group **will not** be authorized to travel to that location. Additionally, if The University of Alabama or UA System has imposed a specific travel ban, that will also be upheld and the group would not be authorized to travel to that location
 2. If a level 3 or 4 travel advisory (Department of State) or a level 3 travel health notice (CDC) is issued for a country in which UA has authorized a student organization program before the departure date, the approval

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will be rescinded. The student organization of the impacted program(s) may request that the International Travel Risk Assessment Committee grant a program suspension waiver. A waiver for one program in a country does not automatically apply to another program in that same country.

3. If a level 3 or 4 travel advisory or a level 3 travel health notice is issued for a country in which UA has approved a student organization program while the program is in session, but where circumstances pose no immediate threat or health or safety risk, the program will be reviewed by the International Travel Risk Assessment Committee, which will make a recommendation to the Provost.
4. If a student organization chooses to travel to or through a country where an advisory exists, the University is not responsible for the decision of the student(s) to travel to locations under such Travel Advisories or Travel Health Notices and said trip would not carry the International SOS Insurance or be authorized by The University of Alabama.

V. Insurance Registration and Assistance Tools

Once an international trip is approved by the Office of Student Involvement/The SOURCE, each traveler is required to complete the [UA Student – International Travel Registration](#) application. Completing that registration will also register the student in the required international insurance for UA students administered by International SOS via the UA Education Abroad office. **The cost of the insurance is \$55/month for each traveler “Trip Participant”.**

- A. Enrollment in International SOS is administered by the Education Abroad Office. Additionally, each traveler should enroll themselves in the [Smart Traveler Enrollment Program \(STEP\)](#), which is an additional service offered to U.S. citizens by the U.S. Department of State that provides up-to-date information regarding emergencies in the area, as well as information for nearby consulates and embassies.
- B. Students are should also DOWNLOAD the [International SOS app](#) and carry their Membership Card with them at all times during travel. Further details about the international insurance policy can be found on the **UA system’s** International Risk Management Website: <http://uasystem.edu/international-travel-assistance/>.

VI. Travel & Trip Participant Behavior

While traveling, participants are bound by University policies as stated in the University of Alabama Student Code of Conduct, as well as applicable laws of the location of their travel. Failure to abide by these policies and violations may subject participants and sponsoring organizations to University review and disciplinary action pursuant to the Office of Student Conduct.