

I. POLICY

Eastern Virginia Medical School (EVMS) recognizes the importance of international travel in advancing global health, the EVMS Mission, and the personal and professional development of students, residents, staff, and faculty. However, EVMS has a responsibility for the health, safety, and security of all employees and students, and an obligation to take practical steps to safeguard against any reasonably foreseeable dangers in the workplace or learning environment. International travel carries inherent risks including, in some cases, an increased risk of being subjected to war, terrorism, political unrest, outbreaks of disease, and natural catastrophes. As such, all international travel for an EVMS purpose must be reviewed in accordance with the policy.

II. DEFINITIONS

EVMS Purpose: any travel by EVMS faculty (including non-salaried or community faculty), staff members, students, or residents/fellows that is for EVMS business, sponsored or paid for by EVMS, or is related to EVMS educational or business activities.

International Travel: travel to any destination that requires a passport for entrance and exit.

III. REQUESTING INTERNATIONAL TRAVEL

Potential travelers who desire to embark on International Travel for an EVMS Purpose must:

A. Review their department's approval process for International Travel and obtain all required departmental authorizations and signatures.

B. Review the travel advisory level for the destination country on the U.S. Department of State's website <http://travel.state.gov/travel>) as well as the CDC Traveler's Health site (located at <http://wwwnc.cdc.gov/travel/>) to check for CDC Outbreak Notices. When considering travel to a destination that the U.S. Department of State has a travel advisory of Level 3, potential travelers should contact Risk Management to request additional safety and security reports prior to submission of any travel forms in accordance with this Policy.

C. Obtain the required financial approvals from Business Management in accordance with the EVMS Financial Services Policy 4.00: *Travel* (for International Travel that is being paid for, or reimbursed by, EVMS).

D. Complete and submit an International Travel Request Packet to Risk Management at least six weeks prior to the proposed travel date. The International Travel Request Packet is available on the EVMS myPortal site and includes:

1. An International Travel Application that must be signed by the potential traveler

and approved and signed by the appropriate department head - the traveler's department chair/director (for faculty or staff), the Associate Dean for Graduate Medical Education (for residents/fellows), the Associate Dean for Education (for MD students), or the educational program director (for HP students); and

2. An Assumption and Release of Liability form that must be signed by the potential traveler.

IV. INSTITUTIONAL REVIEW

A. Risk Management will review the International Travel Application and utilize the CDC Traveler's Health site and the following U.S. Department of State Travel Advisory Levels as a guideline:

1. *Level 1:* Exercise normal precautions – the lowest advisory level for safety and security.
2. *Level 2:* Exercise increased precautions – Travelers are advised to be aware of heightened risks to safety and security.
3. *Level 3:* Reconsider travel – Avoid travel due to serious risks to safety and security; additional advice for travelers must be provided by Risk Management.
4. *Level 4:* Do not travel – Highest advisory level due to greater likelihood of life-threatening risk.

B. International Travel review will be processed as follows:

1. Requests to travel to a country with a travel advisory of Level 1 or Level 2 will be processed by Risk Management.
2. Requests to travel to a country with a travel advisory of Level 3 or a CDC Outbreak Notice will be submitted to the EVMS International Safety Committee, who shall consider the factors as outlined in Section VI. Upon completion of the review, the EVMS International Safety Committee shall make a recommendation of "approve" or "deny" to the President and Provost or his/her designee who shall make the final determination for all International Travel and may accept or overrule any Committee recommendation.
3. Requests to travel to country with a travel advisory of Level 4 will be denied.

V. NOTIFICATION AND UPDATES

A. Risk Management will return copies of the International Travel Application to the requestor with notation as to whether the International Travel was approved or denied. If the International Travel is approved, travelers will also receive a policy number and information on the EVMS International Travel insurance policy.

B. Risk Management will continue to monitor the U.S. Department of State Travel Advisory Levels and CDC Outbreak Notices for all pending International Travel that was approved. When there is an increase in the travel advisory level, or, a CDC outbreak alert, or, a ban on all travel to a particular country or region, travel will be re-reviewed as outlined in Section IV(B) and prior approval for the International Travel may be revoked. Situations that may change travel advisory level/CDC alerts and result in the revocation of travel include natural disasters, infectious disease outbreaks, and governmental ban on travel and/or political unrest. Risk Management will work with the traveler(s) to provide comprehensive security reports and any additional information regarding travel status and enlist the assistance and review by the EVMS International Safety Committee.

C. If the International Travel request is denied or prior approval is revoked, and the individual(s) chooses to pursue their travel plans:

1. The International Travel will not be deemed for an EVMS Purpose and will not be eligible for educational credit (student or resident); and

2. The traveler may be subject to health screening or other clearance prior to resuming duties at EVMS if the EVMS International Safety Committee denied the International Travel. The traveler is solely responsible for any program time or wages lost as a result of a delay in clearance.

D. EVMS funds may not be expended until/unless travelers are notified that their request for International Travel has been approved and travelers will be required to reimburse EVMS if they make travel arrangements and their request for International Travel is denied.

E. Travelers who personally purchase tickets or otherwise commit to travel expenditures do so at their own risk. EVMS will not reimburse or otherwise compensate individuals for International Travel that is denied or later revoked.

VI. EVMS INTERNATIONAL SAFETY COMMITTEE

A. The EVMS International Safety Committee is an ad hoc interdisciplinary committee that reviews all International Travel requests with a Level 3 U.S. Department of State Travel Advisory or a CDC Outbreak Notice.

B. Members of the EVMS International Safety Committee shall be selected from various departments based on their area of expertise and/or the areas of EVMS that they represent. Examples include, but are not limited to, individuals from the following areas:

1. Medical education
2. Health professions
3. Graduate Medical Education

4. Global education
5. Faculty member(s) with significant international travel experience
6. Occupational Health Director or designee, for CDC Outbreak Notices
7. EVMS infectious disease faculty

C. When reviewing International Travel requests, the Committee shall consider a number of factors including, but not limited to:

1. The purpose of the proposed travel (study, medical mission, humanitarian aid, etc.);
2. The traveler's familiarity with the travel site (home country, repeated visits, etc.);
3. The potential health risks that the international travel may pose to EVMS students, faculty, residents, staff, and/or patients upon the traveler's return; and
4. Any community or government relations issues that may result from certain international travel locations (ex. Travel embargos, etc.).

VII. ADDITIONAL INFORMATION

Risk Management serves as the liaison for all International Travel. Questions about this policy or upcoming International Travel should be directed to Risk Management, 358 Mowbray Arch, Suite 108, Norfolk VA 23507, 757-446-6005.