Risk Management Considerations for Study Abroad Programs

This information applies to international travel on official University business, except for travel to BC Canada for two weeks or less. Faculty or staff travel leaders should begin by consulting with the Director of WWU's International Programs & Exchanges (IPE) in order to properly plan and prepare for study abroad.

TYPES OF PROGRAMS

- Faculty-led study abroad programs
- Study abroad programs - foreign institutions, study centers, outside contractors or affiliates
- Student exchange programs with a foreign institution
- Students doing independent study abroad, including internships

AUTHORIZATION

- There is a University policy called *Authorizing and Reimbursing Travel for Official University Business* which outlines approval requirements.

- *TEM* – The University's online travel authorization and reimbursement processing system.

- *Online Travel Authorization Form*

If you have any questions, contact Travel Services x3341.

PLANNING & PREPARATION

- **University Policy:** There is a University policy on *Traveling Outside the United States* that includes the following planning and preparation items:

    - Make participant health and safety and top priority.

    - Act in accordance with state regulations and Western policy for international travel.

    - Consult with WWU's International Programs & Exchanges (IPE) regarding safety, emergency/crises planning, cultural and political information, program documentation and forms, and to receive general guidelines for safe international travel.*

    - Follow U.S. State Department Travel Warnings and Centers for Disease Control (CDC) Travel Health Warnings.*

- Register travel with the U.S. State Department. You can do this online with the Smart Traveler Enrollment Program (STEP) program.

- Have all students provide evidence of adequate travel or study abroad health insurance during your travel outside the U.S.

  ***Exceptions:** Exceptions to the policy requirements above, regarding consultation with IPE and following official travel warnings, must be pre-approved in writing by the Provost or an appropriate Vice President. Procedures and forms are available online.

- Other resources for planning and preparation include *WWU's Travel Clinic* and *WWU's Travel Services*.

PARTICIPANTS

- Participants should possess official status, such as faculty, staff, enrolled students or registered volunteers of the University.

- Student application process should evaluate academic, behavioral, financial and medical readiness.

- Volunteers should be registered with Human Resources.

PARTNERS ABROAD

When selecting partners (e.g. individuals or entities) abroad who will provide services, it is important to:

- Research and consider partners who are experienced, qualified, safe, insured and reputable. The vendor must be a licensed or registered, if required by a governing agency.

- A contract between the partner and WWU should be vetted through WWU's International Programs & Exchanges (IPE) and *Contract Administration*. A certificate of liability insurance from the partner will be requested.

Paul Mueller, CPCU
Risk Management
Phone: (360) 650-3065
E-mail: paul.mueller@wwu.edu
2014 Rev 1