



NORTH CAROLINA A&T STATE UNIVERSITY

***PROCEDURES FOR UNIVERSITY-AFFILIATED
INTERNATIONAL TRAVEL***

Appendix A to University Policy 312, International Travel

Section 1.0 International Travel for Faculty, Administrators, Staff, or Students for Conferences, Presentations, or Research (Business International Travel)

- (a) Upon submission to present at an international conference, receipt of an invitation, notice of participation in a conference or research symposium, or any other international business travel on behalf of the University, the University Affiliated International Traveler (UAIT) should complete the travel registry to begin international travel pre-approval.
- (b) Pre-approval for UAIT must be obtained from the Office of International Affairs, and then the Dean of a College/School, or the appropriate Vice Chancellor must provide final approval.
- (c) Faculty, administrators, staff, and student travelers must work with their chairpersons/supervisors, deans, and/or Vice Chancellor to ensure that resources are properly allocated to support international travel.
- (d) Faculty, administrators, staff, or students should submit the travel pre-authorization at least 45 business days before the departure date for Level 1, Level 2, and Level 3 in the travel portal using the University International Travel Checklist.
- (e) OIA shall review the submitted request in the OIA travel portal and approve the packet to be uploaded in Chrome River.
- (f) After receiving approval in the travel portal, the traveler should complete the pre-approval in Chrome River.
- (g) UAIT travel to countries with Level 1, Level 2, and Level 3 warnings should be approved within 15 business days by each department.
- (h) Faculty, administrators, staff, or students submit the travel pre-authorization at least 60 business days before the departure date for Level 4, by uploading supporting documents into the OIA travel portal using the University International Travel Checklist.
- (i) For Level 4, requests will be routed to the VPUE for approval or denial. If denied by VPUE an appeal can be made to the Senior Vice Provost within 7 calendar days.
- (j) UAIT must submit receipts and documentation for reimbursement and reconciliation of faculty/staff-led international travel in Chrome River within 10 days of return from travel.

- (k) All UAIT are allowed a maximum of two days of travel before the international business travel itinerary and two days after the international business travel itinerary – not in connection with personal travel expenses.
- (l) For travel involving students, a disciplinary record clearance check must be submitted by the faculty lead traveler or the Office of International Affairs to the Division of Student Affairs. The Division of Student Affairs will provide an email or letter of clearance which should be uploaded into Chrome River with the travel packet.
- (m) Title IX of the Education Amendments of 1972, mandates that no person, on the basis of gender, shall be discriminated against or excluded from participation in programs or activities at educational institutions that receive federal financial assistance. Acts of sexual violence, harassment, and/or misconduct are forms of sex discrimination. Sexual discrimination is prohibited by Title IX. N.C. A&T takes such matters seriously and will investigate complaints of violations of sexual misconduct. Contact the University Police Department at the 24-hour emergency number +1 (336) 334-7675 as quickly as possible. Also, the U.S. Department of Education maintains an Office for Civil Rights to enforce Title IX and ensure that institutions comply with it.

N.C. A&T does not discriminate against any person on the basis of age, color, disability, gender identity, genetic information, national origin, race, religion, gender, sexual orientation, protected veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact the Title IX Coordinator at titleixcoordinator@ncat.edu.

- (n) The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act requires reporting incidents while abroad. Students in study abroad programs, like those on U.S. campuses, have been victims of sexual harassment and sexual assault. Administrators should include background information to students on these issues prior to their participation in a study abroad program. Students on exchange and/or direct programs must report their address of residence while abroad to the Office of International Affairs for inclusion on the Clery spreadsheet within ten (10) days of arrival at the host institution. Details regarding sexual assault are available in greater detail in the approved University System Study Abroad Risk Management Policy.

Section 2.0 - International Travel for Grant PIs and Participants

- (a) Principle investigators (PIs) and Co-principal investigators (Co-PIs) should collaborate with the Office of International Affairs and the Division of Research when writing grants that include international travel.
- (b) PIs who have grant-approved international travel funding should arrange international travel through the Office of International Affairs.
- (c) PIs and co-PIs should have university written authorization and/or approved MOUs in

place when collaborating with other universities or industries regarding international travel.

Section 3.0 Faculty/Staff-Led Study Abroad Programs International Travel Procedures

- (a) A new application (Proposal Packet) for Faculty/Staff Led Study Abroad Programs must be submitted to the Office of International Affairs at least 365 days before travel for Faculty/Staff-Led Study Abroad Programs to request application and travel approval to engage in the international travel program.
- (b) A renewal of a Faculty/Staff Led Study Abroad Program without immediate available funding should be submitted at least 180 days (about 6 months) before travel for Faculty/Staff-Led Study Abroad Programs to request application and travel approval to engage in the international travel program.
- (c) Upon final approval of the Faculty/Staff-Led Study Abroad Program Application, faculty/staff can begin recruiting students and have students start a payment plan with UAIT Providers or the University OIA designated account if there is not a UAIT Provider.
- (d) Faculty/Staff on Faculty/Staff Led Study Abroad Programs must update the OIA portal with flight and hotel information at least 45 days or at least 48 hours of notification for the request for travel and download this pdf to be uploaded into Chrome River for pre-approval.
- (e) Once notified of approval, faculty/staff should begin the travel pre-authorization process utilizing the required checklist. Please refer to the checklist in Appendix C.
- (f) The Dean of a College/School or the appropriate Vice Chancellor must review and provide final approval of the pre-travel authorization in the Chrome River for UAIT to Level 1, Level 2, and Level 3 countries. In some cases, approval must also be obtained from DORED's Office of Grants and Contracts due to the funding source.
- (g) For Level 4, requests will be routed to the VPUE for approval or denial. If denied by VPUE an appeal can be made to the Senior Vice Provost within 7 calendar days.
- (h) UAIT must submit final receipts and documentation for reimbursement and reconciliation of Faculty/Staff-Led international travel in Chrome River within 10 days of return from travel.
- (i) Student travelers must collaborate with the Office of International Affairs to seek scholarship opportunities and support.
- (j) Faculty seeking resources/funding of support must collaborate with chairs/supervisors and deans.
- (k) All Faculty/Staff-led Study Abroad Programs should have a faculty/staff leader. It is recommended that the Faculty/Staff-Led Study Abroad Program have a co-leader. A UAIT

provider may serve as a co-leader.

- (l) A logistical plan is required to discuss who will support travelers if anyone is hurt, becomes ill, or is unable to travel including the faculty/staff leader.
- (m) All undergraduate student international travel requires a minimum of two (2) N.C. A&T employee travelers to accompany the undergraduate group of 10 or more undergraduate travelers. Employees must travel with the undergraduate student group to the international destination and remain with the students throughout the trip, including staying in the same facility and accompanying the students on the return trip back to the final destination in the United States.
- (n) Graduate research and teaching assistants are eligible to serve as travelers with undergraduate student groups.
- (o) Faculty leaders and chaperones may not add persons with no affiliation to the university to build enrichment program numbers as students are funding space for the faculty leaders.
- (p) Spouses, significant others, dependents, minors, retirees, alumni, friends, and/or other non-university employees may not be added to study abroad, education abroad, or global experiences to be accompanied by N.C. A&T official chaperones counted in the requirements outlined above.
- (q) Participants must be either currently enrolled N.C. A&T students or university employees with a specified business purpose to participate in study/education abroad programs at the time of the study abroad, education abroad, or global experience.
- (r) Employees separating (ending employment) from the university at any time during the study abroad, education abroad, or global experience may not accompany students on travel abroad. Such persons will not be eligible for international travel.

Section 4.0 Study Abroad - Direct & Exchange Abroad

- (a) All students interested in direct or exchange study abroad programs must contact the Office of International Affairs.
- (b) After attending the information session, the study abroad traveler must complete the study abroad application and a one-on-one session with the OIA office.
- (c) Students must comply with OIA requirements prior to signing an application with a study abroad service provider.
- (d) OIA will work with the student, student's advisor, and Registrar's Office to ensure the student's transcripts reflect the courses and credit hours from the international study abroad experience.
- (e) Before traveling out of the country, students must meet all the financial requirements.

- (f) Exchange study abroad students may have to pay applicable housing and meal plan based on the MOU agreement.
- (g) Students must attend an OIA pre-departure meeting before leaving for UAIT or meet with OIA staff.
- (h) Students must provide their domestic, international, and emergency contact information with OIA before departure.
- (i) Students must read and acknowledge in writing the *In Case of Emergency* documents prior to UAIT.
- (j) Traveler must contact OIA within 24 hours of landing in the international study abroad country, at least midway through the study abroad experience, and within 24 hours upon return to the United States.
- (k) Traveler must complete a pre and post-survey and attend a re-entry meeting with OIA within 30 days of returning.
- (l) For any issues, international travelers should contact the in-country contact person and immediately contact the following as applicable:
 - N.C. A&T Police at (336) 334-7128
 - The Office of the Dean of Students at (336) 334-7696
 - Office of International Affairs at (336) 334-7551
 - Title IX Office at (336) 500-1803 or (336) 334-7592

Section 5.0 International Students or Exchange Visitors Present in the United States

- (a) International students or exchange visitors in the United States who want to travel to their home country, or another country must consult with OIA before departure.
- (b) International students or exchange visitors must have an I-20/DS-2019 with valid travel endorsement by OIA's designated school officer, along with a valid passport.

Section 6.0 Petitioning for an Exception from University Policy 312, International Travel

- (a) In rare instances, an exception for travel to Level 4 countries may be granted as listed in policy 312.
- (b) Travelers must complete an application to the VPUE at least 60 days (about 2 months) before travel to Level 4 countries. The travel portal will be reviewed monthly.
- (c) If travel is denied the petitioner may appeal to the Senior Vice Provost of Undergraduate Education within three business days.

- (d) Decisions for granting or denying exceptions will include but not limited to:
- (1) The nature of the travel warning;
 - (2) The experience and training of program organizers and local destination support staff;
 - (3) The importance and relevance of academic involvement of faculty, students, or staff;
 - (4) How the program will minimize risks to participants;
 - (5) The extent of the safety and security orientation provided; and
 - (6) The program's willingness to obtain participants' informed consent.
- (e) The VPUE will issue a final written determination for the exception.

International Travel Approval Timeline

- Budget Manager Approval (3 days to approve)
- Immediate Supervisor (3 days to approve)
- Funding Office (3 days to approve)
- Office of International Affairs (3 days to approve)
- College Dean or respective Vice Chancellor as the Chancellor's designee (3 days to approve)