



PROCEDURE

International Travel Approval Procedure for Employees

Procedure Administrator: Director of Global Engagement

Authority: N.J.S.A. 18A:64-8

Effective Date: August 7, 2012; March 20, 2023

Index Cross-References: Procedure 6412 University Travel; Procedure 2200
Education Abroad

Procedure File Number: 2008

Approved By: Dr. Harvey Kesselman, President

I. Individual Employee Travel:

A. Pre-Authorization:

1. Employees who plan to travel internationally for a University purpose must review in advance all CDC guidance and Department of State Travel Advisories for the proposed destinations and consult with the Offices of Global Engagement, and Risk Management, and, if applicable, complete a Justification form and a Risk Waiver form.
2. After the consultation outlined above, employees must receive authorization to travel internationally from their Dean or supervising manager, Divisional Executive not less than 60 days prior to the proposed departure date when possible.
3. Once authorized by the Dean or supervising manager, Divisional Executive, employees are required to submit a pre-approval travel request through the travel request software, including documentation of authorization for international travel. The employee must provide a brief description of the trip, including the dates, location, purpose, cost, funding source, Department of State travel advisories, and supporting documentation, including the Emergency Contact and Permission Form.

- B. The travel request will be reviewed and approved or returned by the (I) Dean or supervising manager, (II) Director of Global Engagement, (III) Divisional Executive, (IV) Director of Risk Management, (V) the University's Travel Officer, and (VI) the Stockton University Foundation when travel supported through a Foundation fund. The employee can track the status of their request in the University's travel request software.

If approved, employees are responsible for complying with Procedure 6412: University Travel. The Office of Global Engagement in consultation with the Office of General Counsel and the Office of Risk Management will assess Department of State Travel Advisories and/or travel alert and warnings. If a travel alert or warning exists, Global Engagement will ask the employee to

complete a Justification form and a Risk Waiver form. Travel to countries with a Level 3 destination may not be approved based on the nature of risk. Travel to countries with a Level 4 designation will not be approved.

- C. Employees are encouraged to purchase their own travel insurance for international travel. Faculty travel funds may be used to cover the cost of travel insurance, if a sufficient amount is available to cover the total cost of the proposed travel.

II. Faculty- and Staff-Led Study Abroad Programs

- A. Pre-Authorization. Faculty or staff proposing to lead a faculty- or staff-led study abroad program shall first provide a summary of the proposed travel to their Dean or supervising manager for approval. If approved, faculty or staff should work with Global Engagement to develop the program.
- B. Faculty or staff must submit a travel request to their budget unit manager, supervisor, and Divisional Executive with the information on all proposed participants in the study abroad program and faculty- or staff-led study abroad programs with students must also follow Procedure 2200 Education Abroad.
- C. For study abroad programs, all travelers are required to complete the pre-departure orientation. While abroad, Global Engagement will provide the travelers' emergency contact information to the Campus Police for emergency purposes.

Review History:

	Date
Procedure Administrator	07/14/2022
Faculty Senate	11/18/2022
Deans	08/15/2022
AA Leadership	09/15/2022
Divisional Executive	12/22/2022
General Counsel	03/03/2023
Cabinet	03/16/2023
President	03/20/2023