



## **ADDENDUM to University Travel Policy: International Travel**

**Owner(s):** Center for Global Education (CGE); Budget & Risk Management (B&RM)

**Overview & Policy:** A global perspective is essential to the Marymount University (MU) academic mission, and the university has long supported international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, represent the university, and for other academic, administrative, and sanctioned student activities.

At the same time MU encourages international experiences, we also want to assure the health, safety and security of university sponsored travel and as such, require the procedures outlined in the Addendum to University Travel Procedures: International Travel be followed. The addendum covers procedures to undertake international travel involving destination approval, trip preparation, documentation and communication with the focus on the safety of MU travelers. MU has international travel support services to provide emergency medical support or evacuation assistance in the case of a crisis, but these services work best when we know in advance about the MU traveler and when, where, and how they are traveling.

This policy applies to all university-supported or university-related international travel, including but not limited to international travel for research, educational, co-curricular, or administrative purposes, with or without student(s), international study, exchange programs, and student group travel (of any duration and whether offered for credit or not). This policy applies to all travelers; all Travel Leaders and all those whom approve travel. Further, this policy applies to all international travel destinations.

For Grants or Sponsored Program Information see ADDENDUM to University Travel Policy & Procedures: Travel Charged to Sponsored Programs for specific guidance.