

Policies and Procedures

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PURPOSE

A global perspective is essential to Creighton University's academic mission, and the university has long supported domestic and international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, represent the University, engage in service activities, and for other academic, administrative, and sanctioned faculty, staff and student activities. The purpose of this policy is to outline the approval process for university-supported or university-related domestic or international travel and related requirements, thereby promoting such travel while mitigating associated risks.

POLICY

All travel sponsored, organized or facilitated by Creighton University must be under the oversight of an administrative unit of the University. Because travel programs may involve academic course credit, service and leadership components, international / cultural experiences, faculty or staff development or scholarly exchange, and extraordinary health, safety, and security issues, the necessary administration of all travel includes the Deans of the academic units, the Division of Student life, the Division of Mission and Ministry, the Global Engagement Office and the Office of the General Counsel.

Domestic and international travel contemplated in this policy includes, but is not limited to, individuals and groups who receive University funding or who travel under the auspices of Creighton University funded by personal and/or group finances (i.e. Faculty-Led Programs Abroad, study abroad, international and domestic credit-bearing internships, immersions, retreats, service trips, team travel, academic competitions, presentations, conferences, etc.).

Travel plans must first be reviewed and approved through the appropriate department, division, College or School. International travel must also be reviewed, approved and registered through the Global Engagement Office in order to determine if the travel is covered under the University's liability insurance, if special risk waivers will be needed, or if there are any special requirements as indicated in the Export Controls Policy. The Global Engagement Office will work with the General Counsel to make sure there are no export controls issues with the international travel in order to protect the traveler from potential criminal liability. Registration of travel provides the Global Engagement Office the traveler's emergency contact information.

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Approved international travel is covered under Creighton’s liability insurance. All Creighton faculty, staff and students traveling abroad under the auspices of Creighton University are required to purchase the supplemental travel insurance administered by the Global Engagement Office for the duration of their time outside the United States. This insurance covers unforeseen circumstances such as trip cancelations, delays, repatriations, etc.

In addition, all travelers who are U.S. citizens must register their trip in the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country so the Department of State can better assist them in an emergency. Travelers who are not U.S. citizens must consult the embassy of their own country to register for an equivalent service if any is provided.

International travel will only be permitted in countries with which the United States has official relations and in regions where there are no existing U.S. State Department Travel Warnings. Exceptions may be considered in consultation with the General Counsel, the Executive Director of the Global Engagement Office, and the sponsoring Dean or Vice Provost.

Individuals who may have experienced harassment, discrimination, or an incident of discrimination under Title IX (sexual assault, sexual harassment, dating violence, stalking, sex discrimination, or pregnancy discrimination) during travel sponsored, organized or facilitated by Creighton University are encouraged to contact the Office of Equity and Inclusion at 402-280-3189 or oei@creighton.edu to make a report or learn more about support services available on campus.

Faculty/staff members are required under Creighton policy to report Title IX incidents to the Office of Equity and Inclusion to ensure compliance with federal law, and to maintain the safety of the campus community and its members. For more information, please visit www.creighton.edu/oei.

Students are held to the regulations and standards set forth in the Student Handbook and other official University bulletins while traveling as a part of a Creighton University sponsored, organized or facilitated experience.

Students with documented disabilities or those who are pregnant may request accommodations from the Office of Disability Accommodations. For more information, contact 402-280-2166 or visit www.creighton.edu/disabilitysupportservices. Faculty and/or staff with documented disabilities or those who are pregnant are encouraged to contact Human Resources for assistance.

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Failure to comply with this Travel Policy and related procedures may expose travelers to individual liability. Additionally, all approved travel must adhere to Creighton University's Code of Conduct, Student Handbook, Faculty Handbook and/or the Employee Handbook.

SCOPE

All domestic and international travel undertaken by faculty, staff and/or students that is sponsored, organized, facilitated or encouraged by Creighton University must be under the supervision of an administrative unit of the University.

This policy does not pertain to:

- Travel within 75 miles of the Omaha metro area;
- Travel within or outside of the US for purposes of vacation, semester breaks, attendance at an athletic/recreational event as a non-participant, or pleasure;
- Travel within the US for the purposes of student-teaching, internships, practicum, clinicals, rotations, service-learning, observations and research;
- Creighton University students who travel on their own or as a group with a non-Creighton University program;
- Creighton University students who travel domestically or overseas during a leave of absence from Creighton University or who are not enrolled during the fall and/or spring semester(s);
- Creighton University faculty/staff travel for work outside their employment responsibilities at Creighton University.

DEFINITIONS

Travel within this policy refers to international excursions as well as domestic trips beyond 75 miles of the Omaha metro area.

Student curricular travel refers to travel programs undertaken by students for academic purposes through which students earn academic credit granted either by Creighton University or by another institution and transferred to Creighton University. Such programs include domestic and international travel courses and short-term or semester-long study abroad opportunities. This is also referred to as education abroad or study abroad.

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Student co-curricular travel is defined as travel that is either sponsored, organized or facilitated by registered student organizations or university departments, and student travel utilizing Creighton University's name which does not involve the granting of academic credit. This includes travel conducted by a registered student organization for its members that does not utilize university funding. Examples of student co-curricular travel include, but are not limited to: club sports team competitions, service trips, conferences, formals, retreats, etc. Travel includes both foreign and domestic travel outside of the Omaha metro area.

Export controls are laws and regulations that restrict the use of and access to certain goods and information for reasons of national security or protection of trade. These controls also restrict financial transactions and provision of services to certain foreign entities. They exist to prevent terrorism and the proliferation of weapons of mass destruction, as well as to protect US security and economic interests. Providing goods or information to a foreign national is potentially an export under these regulations, in addition to the traditional definition of exports. Faculty and staff should be particularly aware of these regulations, as the combination of innovative research and an open academic environment could lead to the unintended dissemination of controlled goods to restricted parties. Failure to comply with export control laws can lead to economic fines or even imprisonment.

PROCEDURES

Procedures associated with this policy are available on the Global Engagement Office website at www.creighton.edu/geo. Procedures are updated periodically in response to global issues and should be consulted whenever considering travel opportunities sponsored, organized, facilitated or encouraged by Creighton University.

Specific procedures available on the Global Engagement Office website have been designed for the following types of opportunities:

1. Domestic and international credit-bearing travel programs involving students;
2. Domestic and international co-curricular travel programs involving students;
3. Domestic and international travel involving athletic teams;
4. International travel involving faculty/staff;
5. International travel safety and emergency protocol.

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ADMINISTRATION

This policy is administered jointly by the Office of the Provost, the Office of the Vice Provost for Student Life, the Global Engagement Office, and the Office of the General Counsel.

AMENDMENTS OR TERMINATION OF POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.