

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.24.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 9/30/10	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Travel Warning Policy	<i>PAGE 1 OF 2</i>		

PURPOSE

Creighton University recognizes the value of international learning and service activities. At the same time, Creighton acknowledges the potential risks which participants in international experiences may encounter, and monitors conditions that could adversely affect the health, safety and security of members of the Creighton community who wish to travel internationally. The University's policy on trips outside of the United States is set forth below.

POLICY

Creighton University will not permit members of the Creighton community who are using Creighton resources or representing Creighton in any way to travel abroad to a country which is under either a **Centers for Disease Control ("CDC") Travel Health Warning** or a **U.S. Department of State Travel Warning**, or which has an unacceptable safety rating according to Creighton's insurance carrier. Insurance carrier travel ratings can be obtained by contacting the Creighton University Risk Management Office at 280-5833.

A **CDC Travel Health Warning** is issued when there is a widespread, serious outbreak of a disease of public health concern.

A **State Department Travel Warning** means the State Department has decided, based on all relevant information, to recommend that Americans avoid travel to a certain country.

If a trip has been approved for travel to a location that becomes the subject of an active travel warning before the participants depart, the trip will be cancelled. Creighton University will take steps to withdraw participants from a country if a travel warning is declared for that country.

The State Department may also issue a **travel alert** as a way to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. While trips to countries for which a travel alert has been issued are not always prohibited, Creighton University reserves the right to cancel a planned trip, or withdraw participants from a country, in the event a travel alert is issued for a particular country if the alert indicates a special danger for the trip.

PROCEDURES

The Office of the Vice President for Student Life, the Office of International Programs and the relevant Dean's office, must be notified in advance of any Creighton trips to foreign countries involving Creighton students. These trips may include, but are not limited to: service trips, presentations/attendance at conferences, and intramural/club/organization tournaments. University affiliated trips are defined as those in which a Creighton delegation/group/team/organization is attending, if university or student fees are utilized, and/or the Creighton name will be used during the trip.

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The Office of International Programs must be notified in advance of Creighton trips involving faculty or staff members. Faculty members should also advise their Dean's office of their travel plans.

The Vice President of the division in which the travel is administered will make decisions regarding travel in his or her division, with input from the Risk Manager, Office of International Programs, and other persons with subject matter expertise.

Members of the Creighton community must be aware of the conditions they may encounter when they travel internationally. Creighton University strongly recommends that all persons seeking to travel internationally check the US State Department website before they depart. Travelers may register their trip with the State Department at <http://travel.state.gov>. Creighton University also recommends that travelers review the CDC site at <http://wwwnc.cdc.gov/travel>.

Use of Creighton University's travel management company is encouraged for all travel, and particularly for international destinations. Travel assistance services are available 24/7 for reservations made through the travel management company. Visit the Purchasing website link www.creighton.edu/purchasing for more information on the travel service.

AMENDMENTS OR TERMINATION OF THIS POLICY

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