



**Number:** 10-507  
**Title:** USF International Travel Authority  
**Responsible Office:** Academic Affairs

**Date of Origin:** 6-6-16

**Date Last Amended:**

**Date Last Reviewed:**

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**I. PURPOSE & INTENT**

The University of South Florida (USF) is an engaged, global research university dedicated to excellence in education, research, service, and outreach in Florida and around the world. USF seeks to promote global student success, enhance global initiatives and deepens global engagement. USF World leads the university's involvement in global engagement.

**II. STATEMENT OF POLICY**

USF World is designated to facilitate, promote and support all USF faculty, staff and student international travel. This Policy refers to the registration and related procedures for USF international student related travel and international business travel.

All international student related travel and international business travel as defined herein, must follow the procedures maintained by USF World, which can be accessed here: <https://www.usf.edu/world/for-global-travelers/index.aspx> and, for USF Health students or business travelers, the additional or complementary process steps/procedures of the USF Health International Office which can be accessed here: <https://health.usf.edu/international/travel-processes>.

**III. DEFINITION OF TERMS**

Terms used in this policy should be understood to have the same meanings used in University business processes, unless explicitly defined in this section.

**A. Student Related Travel:** For purposes of this Policy, student travel is any undergraduate or graduate student or University recognized student group, and the associated University and University Direct Support Organization ("DSO") employees and University appointed volunteers engaged in any international travel conducted as part of a USF program requirement, elective, research project, service learning or any international activity tied to an individual's status as an active USF student, regardless of the source of funding for the travel.

**B. Business Travel:** All other non-student related international travelers which include University and DSO employees, persons of interest, members as defined by University insurance policies, and University appointed volunteers on university business in support of a specific program of instruction, research, site visit or public service, or more general programs of professional development, international conferences or University operations, regardless of funding source.

#### IV. **PROCESS STEPS**

##### **A. Responsibilities of USF World**

USF World procedures will delineate the processes for international student related travel and business travel as described under item B.1 and B.2 below. The processes provided as appropriate for the type of travel, will include but not be limited to the following:

1. Risk and security reviews;
2. Orientations;
3. International insurance for health, medical evacuation and evacuation due to political unrest or natural disaster;
4. 24/7 international assistance; and
5. Record keeping and reporting of all incidents.
6. Risk assessment and review of student travel by the Global Risk Assessment Committee (<https://www.usf.edu/world/for-global-travelers/grac.aspx>)

## **B. International Travel Registration and Authorization:**

1. **Student Related Travel:** All student international travel must be registered with EAO or USF Health and must be authorized by USF World. Comprehensive guidelines can be found here: <https://www.usf.edu/world/for-global-travelers/for-students/index.aspx> and for USF Health students: <https://health.usf.edu/international/travel-processes>.
2. **Business Travel:** must obtain approval and authorization at the collegiate/departmental level. Comprehensive guidelines can be found here: <https://www.usf.edu/world/for-global-travelers/for-faculty-staff/business-travel.aspx> and for USF Health business travelers here: <https://health.usf.edu/international/travel-processes>.

**\*Current Responsible Office: Academic Affairs**

**\*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.**

*History: New 6-6-16.*

*Consolidation Effective July 1, 2020.*