



responsibility of a faculty member accompanying students abroad is to the health and safety of the students.

- Valid health insurance which provides coverage in countries outside the United States is required of all UVM employees and student participants.
- Purchase of 'cancel for any reason' trip cancellation insurance is allowable under the University Travel Policy (<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/travel.pdf>).

## **Faculty and Staff Leading Students Abroad**

Prior to leading groups of students abroad, faculty and staff must receive approval from the sponsoring department/unit head, sponsoring Dean or Vice President, and the International Travel Advisory Group. Approvals by the International Travel Advisory Group and required procedures are coordinated through the Office of International Education (<http://www.uvm.edu/oie/>).

The following requirements apply to all UVM faculty and staff taking students abroad:

- Notify the Division of Continuing and Distance Education (CDE) as early in the planning stage as possible for all travel where CDE will provide support with coordination of budget, vendor contracts and related University administrative requirements.
- Register with the Department of State Smart Traveler Enrollment Program (STEP) (<https://step.state.gov/step/>), coordinated by OIE.
- Review with students U.S. Department of State (<http://www.state.gov/travel/>) information for destination country
- Review with students UVM's international travel risk partner any relevant risk and safety information on destination country, benefits, resources, and procedures. Information on UVM's international travel partner can be found [here](#).
- Review with students U.S. Centers for Disease Control (<http://wwwnc.cdc.gov/travel/destinations/list/>) immunization recommendations for destination (when applicable) is required

Students planning to participate in UVM-Sponsored or UVM-Facilitated International Travel must follow the procedures of the sponsoring university department or unit, as well as the Office of International Education (OIE). OIE procedures include registering, receiving all required approvals and completing all required steps through the electronic UVM iAbroad system according to the deadlines set by the Office of International Education.

All definitions in the University Policy on International Travel Involving Students are applicable to these Procedures (<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/InternationalTravel.pdf>)

Questions related to the daily operational interpretation of this procedure should be directed to:

The Department of Risk Management and Safety  
Director or Assistant Director (802) 656-3242  
<https://www.uvm.edu/riskmanagement/travel-safety>

Office of International Education  
Director (802) 656-4296  
<http://www.uvm.edu/oie>

The Provost and Senior Vice President is the official responsible for the interpretation and administration of this procedure.