ISU-Sponsored International* Travel Definitions, Registration, & Risk Assessments

 Any ISU-Sponsored Travel involving an undergraduate student, including employees. traveling with undergraduates.

• Any ISU-Sponsored Travel for academic credit

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ISU-Sponsored travel led/managed by a group leader that includes one or more students with similar dates itinerany and relat activities

ISU-Sponsored travel in which each student typically manage their own travel logistics and is responsible for responding to their own needs during travel.

- Examples Include partner organization Eaculty-lad study ahroa Faculty-leu sau, programs
 Student organization Research new work registered for academic Student organization travel
 Service trips
 Research/project trips
 Ensemble trips
 Academic competition
 - registered for academic credit

 Other independent travel supported by ISU-controlled funds

 Travel by a cohort of
 - students with sole purpose of attending an academic or professional conference

Employee Travel

ISU-sponsored travel that does not otherwise meet the definition of student-related travel. Nearly all travel by ISU employees as a part of their job responsibilities or their status as a fearth, as their status as a faculty or staff member. Typically arrangements are made on an individual basis.

- Examples Include: Conference attendance
 Research field work by
- employees Recruiting
- Study abroad programs with
 - NCAA athletics competition Site visits
 - ane VISITS
 Research collaboration Rusinges magtings

emnlovees

NOTE: Any travel that meet NOTE: Any travel that meets the definition of student-related travel will need to follow process for all participants, including

ISH Spansared Travel

Funded in whole or in part by ISU funds, regardless of purpose, including funds administered by the university on behalf of a sponsored project and in conjunction with employee reimbursement expenses;Part of a

- credit-bearing activity (study abroad);

 Undertaken by an ISU recognized student
- Undertaken by an ISU recognized student organization;
 Undertaken by other official ISU organizations, including, but not limited to sport clubs, varsity athletic teams, academic or administrative

- atheic learns, eaclemic or administrative departments;

 Travel by a student that is actively arranged or organized by ISI faculty or staff.

 Travel by SI faculty or staff, and the staff of the staff or staf of other institutions or companies, unless such work is performed in conjunction with an ISU

High-Risk Travel Viability Consultation

*All ISU-sponsored travel outside of the 50 states and Washington DC needs to be registered, reviewed, and approved according to these processes.

Travel Registration All ISU-sponsored itnernationI travel must complete registration prior to travel according to policy.

All student-related group travel must be reviewed and endorsed All student-related group travel must be reviewed and endorsed by the Education Abroad Committee (EAC) before it may proceed. Some group travel may also require approval by separate college or departmental processes or committees. Travel by student organizations also needs to follow the Student Organization organizations also needs to follow the Student Organization Travel Authorization (SOTA) process, but this can occurr in parallel with an EAC review.

Proposals for group travel should be submitted to the EAC 12 weeks before travel and 8 weeks before the start of a course for course-related group travel. Proposals submitted after this time may not be accepted. The EAC review process is documented on the committee's website

After group travel is endorsed by the EAC student travelers must complete registration in ISUAbroad prior to travel

Individual student travel is not reviewed by the EAC but travelers are still required complete a registration in ISUAbroad prior to travel. It is recommended that travelers allow up to three weeks to complete a registration.

Employee Travel

Employees are required to complete a registration in the International Travel Registration prior to travel. Employee travel does requires approval from the employee's supervisor, but this approval occurs outside of registration and in many cases is

It is recommended that employees allow up to one week to complete registration for routine travel and up to four weeks for travel involving complex elements or high-risk activites.

Undated: March 2025

Individual One week to complete low-risk SOTA Un to three Un to four weeks to complete weeks to complete Travel Begin

High-Risk Travel Risk Assessments
In addition to the required registration outlined here, travel to high-risk destinations or involving high-risk activities requires additional review for both students and employees. Substantial additional time may be needed for this review. Please see the following open for datals:

Required Risk Assessments

International travel destinations each carry risk ratings from 1 to 5 maintained by ISU Risk Management.

Student-related travel to Level 3 - Medium risk destinations or Student-related ravel to Level 3 - inequalities to sessinations or higher must be approved by the Study Abroad Risk Management Committee (SARMC) prior to travel. It may take up to 6 weeks for the committee to receive a report and review student-related

Employee Travel to Level 4 - High risk destinations or higher must be reviewed by ISU Risk Management prior to travel. This review serves to advise the employee's unit leadership on travel approval (if applicable). Depending on the complexity of the proposed travel risk and destination, this review may take up to 4 weeks to

For group travel, the group leader should submit information for risk assessment on behalf of the entire group. Individual travelers should submit for themselves.

In addition to destination risk-rating, additional factors may necessitate a risk assessment or extend review timelines. Some of these factors include:

A change in the safety or security environment not reflected by

- A change in the safety or security environment not reflected by the risk railing.
 A change in the safety or security environment following a review may require additional review.
 High-risk activities such as swimmingfolding, significant overland travel, wilderness exploration, exposure to animals, limited access to metalical care, or others.
 Interest access to metalical care, or others.
- The goal of a risk assessment is to manage potential risk

associated with travel to facilitate successful trips. Allowing for greater time for planning increases risk mitigation options, so it is ommended that you consult ISU Risk Management as early as possible when planning high-risk travel.

