

Attachment F: Wright Way Policy Number 5601 – Travel

Excerpts Relevant to International Travel (Revised February 2013)

5601.01 General Travel Policy

- a. To accomplish its stated purposes, the university authorizes its personnel (including students and other individuals on authorized university travel status) to engage in travel and provides budgetary funds for reimbursement of certain related costs.
- b. The authorizing department shall follow the guidelines in this policy when reimbursing travel costs incurred by consultants and independent contractors. However, a department has the option of reimbursing meals and incidental expenses at actual cost, with appropriate documentation.

5601.10 International Travel

- a. Since the University Center for International Education (UCIE) has direct access to an emergency medical, evacuation, and repatriation travel insurance and related information, the UCIE must be notified in writing of any international travel prior to departure. This insurance is available at no cost to all faculty, staff, and students who travel abroad on university business or a Wright State sponsored program. An insurance card will be given to travelers by the UCIE prior to departure. Access to an insurance representative will be available 24 hours a day, 7 days a week anywhere in the world in the case of emergency. Access to clinics, prescriptions, and evacuation and repatriation are also available through this coverage. Through proper insurance registration, travelers will automatically be registered with the local United States Consulate, as recommended by the United States Department of State. With respect to 5601.10a, any payments made to, or on the behalf of, the traveler which exceeds the limit of insurance coverage or are given as an emergency cash advance are to be fully reimbursed to Wright State.
- b. Anyone participating in an education abroad program (i.e., traditional study abroad, exchange programs, internships abroad, or international service learning) must attend the UCIE's Pre-Departure Orientation prior to travel. This includes any faculty or staff member who will be supervising the trip. Additional international health insurance must be purchased for any student, faculty, or staff member participating on a Wright State education abroad program.
- c. Travel to countries with a United States Department of State "travel warning" must be approved by the Office of the Provost prior to departure.
- d. ALL federally funded travel must comply with the Federal Travel Regulation, and the U.S. Fly American Act found at <http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1088896>; a United States flag carrier MUST be used for this travel. Therefore, all foreign travel on grants must be approved in advance by The Office of Research and Sponsored Programs (RSP). Use Banner account code 746900 to complete the FOAP on all Travel Authorization (TA) forms and submit the TA to RSP for approval with the flight itinerary. Upon returning from the foreign travel, the Travel Expense Report must be approved again by RSP.

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