



Risk Management for International Travel

POLICY STATEMENT

Cornell University requires its students, staff members, and faculty to follow established procedures when traveling outside of the United States of America on Cornell business. The university provides guidelines for planning international travel and summarizes the resources available to assist travelers when they are faced with emergencies while traveling internationally on university business.

REASON FOR POLICY

The university supports and promotes travel on its behalf by individuals whose business or scholarly activities involve international travel, while encouraging sound business practices and safety and security measures that minimize risks to the traveler and the institution.

ENTITIES AFFECTED BY THIS POLICY

- Ithaca-based locations
- Cornell Tech campus
- Weill Cornell Medicine campuses

WHO SHOULD READ THIS POLICY

- All Cornell Ithaca and Weill Cornell Medical College (WCMC) faculty and staff members and students involved with planning, funding, and participating in Cornell travel outside of the United States.

MOST CURRENT VERSION OF THIS POLICY

- www.dfa.cornell.edu/policy/policies/risk-management-international-travel
- Also see University Policy 3.2, Travel Expenses:
www.dfa.cornell.edu/policy/policies/travel-expenses

POLICY 8.5

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RELATED RESOURCES

University Policies and Information Applicable to All Units of the University

[University Policy 4.10, Use of Cornell's Name, Logos, Trademarks, and Insignias](#)

University Policies and Information Applicable to Only Ithaca-Based Locations and Cornell Tech

[University Policy 3.2, Travel Expenses](#)

[University Policy 3.4, Use of Cornell Vehicles](#)

[University Policy 4.8, Alcohol and Other Drugs \(for Students, Staff, Faculty, and Visitors\)](#)

[University Policy 6.5, University Volunteers](#)

[Cornell's Emergency Services Vendor](#)

[Campus Code of Conduct](#)

[Cornell Abroad](#)

[Cornell Navigate](#)

[Cornell Health Travel Clinic](#)

[Cornell Student Health Plan Worldwide Travel Assistance](#)

[Corporate Card Guidelines, Division of Financial Affairs](#)

[Elevated-Risk Country List](#)

[Global Cornell](#)

[International Emergencies](#)

[International Students and Scholars Office \(ISSO\)](#)

[Office of Research Integrity and Assurance \(ORIA\)](#)

[Office of Risk Management and Insurance](#)

University Policies and Information Applicable to Only Weill Cornell Medicine Campuses

[University Policy 3.2.1, Travel and Business Expense Reimbursement, Weill Cornell Medical College-NYC](#)

[Center for Global Health](#)

[Office of International Programs](#)

External Documentation

[Country-Specific Information](#)

[How to Have a Safe Trip](#)

[International Travel Document Requirements](#)

[International Travel Safety Information for Students](#)

[Smart Traveler Enrollment Program \(STEP\)](#)

[U.S. Department of State Current Travel Warnings](#)

University Forms and Systems Applicable to Only Ithaca-Based Locations and Cornell Tech

[Travel Registry](#): (Required for all undergraduate and graduate students and staff members on Cornell international travel. Strongly encouraged for faculty. Faculty are advised to share their travel itineraries with their unit heads.)

[Emergency Protocol and Procedures \(PDF, 114 KB\)](#): (Required for all individual travelers and trip leaders to have access to on-site and Cornell-based emergency information for their trip planning. While this form may not be collected, it is the responsibility of the traveler to have this information.)

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CONTACTS – ITHACA-BASED LOCATIONS AND CORNELL TECH

Subject	Contact	Telephone	Email/Web Address
Emergencies – ALL Types	Invoke emergency protocol and procedures		
Ithaca Contact	Cornell University Police Department (CUPD)	911 Or (607) 255-1111	www.cupolice.cornell.edu

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Subject	Contact	Telephone	Email/Web Address
Policy Clarification: Subjects Not Listed Below	Office of Risk Management and Insurance	(607) 254-1575	risk_mgmt@cornell.edu www.risk.cornell.edu
Compensation	Benefit Services, Division of Human Resources	(607) 255-3936	benefits@cornell.edu www.hr.cornell.edu
Cornell Health Travel Clinic	Cornell Health	(607) 255-5155	health.cornell.edu/services/medical-care/travel-clinic
Foreign Currency Exchange	College/unit business service centers or administrative managers		
Foreign Tax	University Tax Director	(607) 255-3790	www.dfa.cornell.edu/tax/
Foreign Wire Transfers and Cash Advances	Cash Management, University Treasurer	(607) 254-1590	www.dfa.cornell.edu/treasurer/cash-management
Import/Export Controls; Decision Tree for International Travel and Research Activities	Office of Research Integrity and Assurance (ORIA)	(607) 255-3749	www.oria.cornell.edu
International Affairs; International Agreements; Global Cornell; Policy Exceptions	Office of the Vice Provost for International Affairs	(607) 255-7993	global.cornell.edu/
Legal Advice; Legal Approval of International Agreements	University Counsel	(607) 255-5124	counsel.cornell.edu
Student Health Insurance Plan	Office of Student Health Benefits	(607) 255-6363	studenthealthbenefits.cornell.edu/
Study Abroad Programs; Travel Registration; Request for Travel to Elevated-Risk Countries	Cornell Abroad	(607) 255-6224	www.cuabroad.cornell.edu
	Coordinator of Travel Safety	(607) 255-8830	www.travelregistry.cornell.edu/
Travel Emergencies, International, for Ithaca-Based Students, Faculty and Staff Members	Office of Risk Management and Insurance	(607) 254-1575	risk_mgmt@cornell.edu www.risk.cornell.edu

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CONTACTS – WEILL CORNELL MEDICINE CAMPUSES

Subject	Contact	Telephone	Email/Web Address
Emergencies – All Types	Invoke emergency protocol and procedures		

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Subject	Contact	Telephone	Email/Web Address
Legal Advice; Legal Approval of International Agreements	University Counsel	(212) 746-0460	counsel.cornell.edu/contact-us/
Travel Emergencies, International, for Weill Cornell Faculty and Staff Members	Risk Management & Insurance	(212) 746-6180	weill.cornell.edu/risk-management/
	University Counsel	(212) 746-0460	counsel.cornell.edu/contact-us/
	Associate Dean, Academic Affairs	(212) 746-1050	weill.cornell.edu/education/
Travel Emergencies, International, for Weill Cornell Students	Director, Environmental Health & Safety/Risk Management	(646) 962-7233	ehs@med.cornell.edu weill.cornell.edu/ehs/
	Associate Dean, Academic Affairs	(212) 746-1050	weill.cornell.edu/education/
	Risk Management & Insurance	(212) 746-6180	weill.cornell.edu/risk-management
	Director, Office of Global Health Education	(646) 962-8038	weill.cornell.edu/international/
	Office of Global Health Education	(646) 962-8058	weill.cornell.edu/international/
	Student Health Services	(212) 746-1450	weill.cornell.edu/education/student/student_health_services.html

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Coordinator of Travel Safety	An individual appointed through Cornell Abroad to serve as lead administrator regarding international travel safety in support of Cornell travel. The individual will serve as a backup to the director of risk management for international emergencies; support the travel registration process and advise the Cornell International Travel Advisory and Response Team (ITART) on requests to travel to countries with elevated risks.
Cornell International Travel Advisory and Response Team (ITART)	A standing committee of administrators from Ithaca or Weill Cornell campus units. The committee, chaired by the vice provost for international affairs (Cornell Ithaca) recommends changes in policy or practice to reduce risk to Cornell travelers, screens and considers requests for student travel to countries with elevated risk and/or advises travelers on matters pertaining to this policy on risk management for international travel. In addition, this group may respond to or assess responses to emergencies encountered internationally by individuals or groups engaged in approved Cornell travel.
Cornell Travel	Either of the following two types of travel: <ul style="list-style-type: none">• Cornell Directed or Supervised Travel: Travel that is fully supported and supervised by Cornell and for which Cornell exercises oversight such as international Cornell faculty-led courses.• Cornell Facilitated or Supported Travel: Travel where Cornell oversight is not exercised, such as an approved exchange program, internship, or study-abroad program. This also includes travel that is funded by Cornell such as travel grants and scholarships.
Cornell-Sponsored Organization	An organization affiliated with a university unit, having an assigned employee to advise and oversee the activities of the organization (see the "Faculty and Staff Who Oversee Cornell International Travel" in the Responsibilities section of this policy). In addition, Cornell organizations sponsor activities that relate to the education, research, and public service missions of the university and to the goals or objectives of the unit with which they are affiliated. All Cornell-sponsored student organizations are required to register through the Student Activities Office.
Elevated-Risk Country	A country that has been determined to be of elevated risk by the U.S. Department of State and/or Cornell's vendor for emergency services. The list of countries with elevated risk can be found at www.travelregistry.cornell.edu .
Emergency Services	Medical Evacuation Assistance with medical monitoring, hospital referrals, and relocating a traveler in the event of a traveler's medical emergency. Security Evacuation Assistance in extracting travelers from threatening emergency situations such as civil unrest, terrorism or natural disaster. Repatriation Assistance in retrieving and transporting mortal remains in the event of a death.
Independent Student Organization	A student organization that is formed and operated independent of Cornell's control.

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DEFINITIONS, continued

	<p>When entering into a legally binding agreement or contract, an independent organization is not permitted to represent itself as a unit or an agent of Cornell University for any purpose. The independent organization is not authorized to commit Cornell University contractually and, therefore, such an agreement/document does not contain the commitment of, and is not in any manner binding upon or enforceable against, Cornell University. Contractual agreements for independent organizations must be signed and negotiated by student members of those independent organizations.</p> <p>In addition to the privileges available to all organizations, independent organizations are eligible to use the Cornell University name in their organization name for publicity, uniforms, or other purposes, according to university guidelines regarding the use of the Cornell name (see University Policy 4.10, Use of Cornell's Name, Logos, Trademarks, and Insignias). Student members of independent organizations will qualify for club insurance coverage through the payment of the student activity fee.</p>
Non-Cornell Travel	Travel that is not related to Cornell business or programs, for which Cornell assumes no control or responsibility, and to which this policy does not apply. Individuals are not entitled to any travel-related benefits during non-Cornell travel.
Travel Registry	A system for recording international Cornell travel found at www.travelregistry.cornell.edu . With the assistance of Cornell Abroad, Cornell units may develop online applications for off-campus activities that integrate registration in the travel registry.
Unit	A college, department, program, research center, institute, business center, transaction center, office, or other operating unit.
University Crisis Manager	An individual, appointed through the offices of the vice president for student and academic services and the dean of students, who is the point person for these offices when a student emergency occurs on or off campus.

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RESPONSIBILITIES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Coordinator of Travel Safety	<p>Act as lead administrator in support of international travel safety in support of Cornell Travel; non-voting member of International Travel Advisory and Response Team (ITART).</p> <p>Monitor international news and troubleshoot areas of potential risk.</p> <p>Work with units to provide advice and guidance to individuals and groups who plan to travel internationally.</p> <p>Support maintenance of the International Travel Registry.</p>
Cornell Abroad	<p>Serve as member of ITART.</p> <p>Support program development, management, and assessment of Cornell-managed and Cornell-approved programs abroad, as well as initiatives related to international travel safety across the university.</p> <p>Establish best practices for educational activities abroad and travel safety at Cornell University, ensuring these recommendations are appropriate for the Cornell environment.</p> <p>Provide software platform for tracking international travel for education abroad programs and individuals.</p> <p>Appoint Coordinator of Travel Safety.</p> <p>Provide safety evaluation on travel to elevated-risk countries for ITART.</p>
Cornell Health	<p>Upon request, provide (for students and faculty and staff members) pre-travel assessment, education, supplies, advice, and immunizations required or recommended for travel anywhere in the world.</p> <p>Provide telephone health advice to students on international travel, as requested, and consultation in the event of a medical emergency.</p> <p>Upon request, provide post-travel support services as needed.</p>
Cornell University Police Department (CUPD)	<p>Respond in the event of an emergency involving the security of an international Cornell traveler.</p> <p>Execute existing emergency protocol when notified of an off-campus emergency.</p>
Faculty and Staff Who Oversee Cornell Student International Travel	<p>Be familiar with the situation on the ground in the destination region.</p> <p>Perform due diligence towards the health and safety of student travelers.</p> <p>In some cases, directly oversee and accompany student travel.</p> <p>◆Note: Registration of international Cornell travel in the Travel Registry system is strongly encouraged for faculty members travelling without students, and required for faculty members travelling with students, as well as for all staff members, and for both undergraduate and graduate students.</p>
Financial Transaction and Business Service Centers	<p>Through partnerships and service agreements, provide financial services and/or human resource support to the university and its units.</p>
Risk Management and Insurance	<p>Serve as member of ITART.</p> <p>Contract with services providers, as needed, for international emergency response.</p> <p>Work with units to provide advice and guidance to individuals and groups who plan to travel internationally.</p> <p>In the case of a real or potential emergency, when feasible:</p>

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RESPONSIBILITIES – ITHACA-BASED LOCATIONS AND CORNELL TECH, continued

	<p>Assist in the evacuation and safe return of international travelers requiring support.</p> <p>Identify Cornell University students or faculty and staff members who may be in danger, and facilitate their safe exit from the country or region.</p> <p>Hire contractors, as needed, or make appropriate arrangements that, in ITART's judgment, are in the best interest of the group at risk and will facilitate their safe return to the United States.</p> <p>Update appropriate university executives, families, and other interested university units, as appropriate, during and after the emergency.</p> <p>Consult with or include other individuals, as appropriate, based upon the situation.</p> <p>Facilitate medical care and counseling as needed as a result of an emergency.</p>
Student Health Benefits Office	<p>Provide information about benefits and assistance, as appropriate, with coverage and claims for students and dependents enrolled in Cornell's Student Health Plan.</p>
Traveler, Any International	<p>Notify supervisor, chair, or unit head of any potential international travel.</p> <p>◆Note: Registration of international Cornell travel in the Travel Registry system is strongly encouraged for faculty members travelling without students, and required for all faculty members travelling with students, as well as for all staff members, and for both undergraduate and graduate students.</p> <p>Become informed about the region of travel, as appropriate.</p> <p>Take independent measures to promote personal safety, the safety of fellow travelers, and the safety of the broader Cornell community (e.g., the prevention of the spread of communicable diseases, etc.).</p> <p>Abide by Cornell's Campus Code of Conduct.</p>
Traveler, Faculty	<p>If accompanied by students, register all international Cornell travel in the Travel Registry system.</p>
Traveler, Undergraduate or Graduate Student	<p>Obtain international medical insurance for all countries into which you will travel.</p> <p>Register international Cornell travel in the Travel Registry system.</p>
Unit	<p>Plan and manage international Cornell travel in accordance with this policy in consultation with the coordinator of travel safety in Cornell Abroad.</p> <p>Ensure that travelers are appropriately registered with University travel registry system (www.travelregistry.cornell.edu).</p> <p>Address known risk-management issues to protect the safety of all participants in international Cornell travel.</p>
University Crisis Manager	<p>Be available to respond to emergencies, including those involving international Cornell travelers.</p> <p>Invoke appropriate university response procedures in the event of an emergency involving an international Cornell traveler.</p> <p>Coordinate university units in the event of an emergency involving an international Cornell traveler.</p> <p>Where appropriate, assist with and/or coordinate information flow and support services, provide consultation and referrals.</p>

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RESPONSIBILITIES – WEILL CORNELL MEDICINE CAMPUSES

Academic Affairs & Risk Management	As requested by students, and as appropriate, provide support services and assist students with the settlement and payment of health insurance claims.
Center for Global Health	Support collaboration with partner institutions. Facilitate student, resident, and faculty involvement in the above-listed programs. Develop education and research partnerships with international collaborators.
Office of Global Health Education	Administer the Weill Cornell Medical College (WCMC) student international travel program (oversee and supervise student travel abroad). Provide guidance and advice to WCMC individuals who wish to travel abroad. Provide pre-travel orientation and safety instructions to students traveling abroad. Provide educational and financial support for students traveling abroad. Coordinate with WCMC Risk Management & Insurance and service providers, as needed, for international emergency response.
Risk Management & Insurance	Procure medical evacuation, security evacuation, and repatriation services, when necessary. Participate as member of the International Travel Advisory and Response Team (ITART). Contract with services providers, as needed, for international emergency response. Work with units to provide advice and guidance to individuals and groups who are traveling abroad.
Student Health Services	Provide limited pre-travel consultations and referral services to individuals who travel for WCMC. Provide medical advice to individuals abroad, as requested, and provide advice for medical emergencies. Provide post-travel support services, as needed.
Traveler, International	Consult with experts knowledgeable about the region of travel, as appropriate. Take independent measures to promote one's own safety, the safety of fellow travelers, and the safety of the broader Cornell community (i.e., as in the prevention of the spread of communicable diseases). Abide by Cornell's Campus Code of Conduct.
Unit Crisis Manager (Director, Office of Global Health Education, or a designee)	Inform the senior director of risk management & insurance when Weill Cornell students travel abroad. Maintain information about travel abroad, including a list of travelers, the duration of the trip, the destination of the trip and itinerary, as well as emergency contact and medical information.

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PRINCIPLES

Overview

Opportunities for instruction, research, and international service have grown dramatically. These opportunities offer valuable learning experiences for students, and provide faculty members with the means to enhance their own international expertise and pursue research interests. Cornell encourages academic departments and individual faculty members to provide these opportunities for international study, research, and other faculty-led programs including fieldwork, service learning, internships, research

This policy provides guidelines and information for planning international travel, outlines the university's expectations for each kind of traveler, and summarizes the resources available to those traveling on behalf of the university to facilitate safe and successful travel. Cornell divides international travel into two categories: Cornell travel and non-Cornell travel.

◆**Note:** Due to the unpredictability and varying circumstances of international travel, Cornell University cannot guarantee the particular outcome or safety of travel.

◆**Note:** This policy does not apply to personal (non-Cornell) travel of faculty or staff members or students.

Cornell Travel

There are two general types of travel at Cornell that receive support from the university: Cornell Directed or Supervised Travel, and Cornell Facilitated or Supported Travel. The level of benefits provided to travelers varies depending upon the type of travel. Travelers may consult with Risk Management and Insurance for an explanation of benefits relevant to their type of travel.

Cornell Directed or Supervised Travel is mission-related travel that is sponsored or supervised by Cornell and for which Cornell exercises oversight. The following are examples of Cornell Directed or Supervised Travel:

- Cornell course activities that are fully supported and supervised by Cornell staff (e.g., International Agriculture and Rural Development course travel, Cornell Adult University).
- Cornell-managed study-abroad programs (e.g., Cornell-Nepal Study Program, Cornell-in-Rome).
- Travel that fulfills Cornell contractual agreements.
- Travel for Cornell athletics and Glee Club/Chorus concerts.
- Non-student travel sponsored by Cornell for alumni and the public.
- Weill Cornell Medical College (WCMC) affiliated programs (e.g., Weill-Bugando University College of Health Sciences, Christian Medical College

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PRINCIPLES, continued

Vellore, Max Kade Foundation-American Austrian Foundation, US-EU Medical Education Exchange program).

- Faculty and staff members traveling internationally on university business.
 - ◆**Caution:** Types of travel may be ambiguous from time to time; in such cases, and in unique circumstances, units are advised to consult the Office of Risk Management and Insurance for guidance.

Cornell Facilitated or Supported Travel is student travel over which Cornell University exercises no oversight, but that may be funded by Cornell. The following are examples of such travel:

- International study through another university or outside organization.
- Approved exchange programs between Cornell and another university.
- Co-ops or internships organized by Cornell departments.
- Cornell-funded travel such as Cornell Commitment, scholarships, and travel grants.
 - ◆**Note:** Typically, students receive either a note on their transcript or a credit by transfer from the international institution for participating in such travel.

Non-Cornell Travel Non-Cornell travel is that travel which is not related to Cornell business or programs, for which Cornell assumes no control or responsibility, and to which this policy does not apply. The following are examples of non-Cornell travel:

- Independent student organization travel.
- Personal travel, such as spring break, vacation travel, or student travel home.
 - ◆**Caution:** The university does not provide medical evacuation, security evacuation, or repatriation coverage or support for non-Cornell travel. Those on non-Cornell travel should make their own arrangements for evacuation services.

General Comments for All Cornell Travel: Who Must Register

Students are required to register all approved international Cornell travel in the Travel Registry system (see the “Registering Travel” section of Procedures).

Faculty members, when travelling with students, are required to register all international Cornell travel in the Travel Registry system (see the “Registering Travel” section of Procedures).

Staff members are required to register all international Cornell travel in the Travel Registry system (see the “Registering Travel” section of Procedures).

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Students must have medical insurance coverage that will apply for the countries in which they will travel. Students who are covered by the university's student health insurance plan are advised that the plan provides coverage in many, but not all countries worldwide. For more information, please contact the Cornell University Office of Student Health Insurance.

Cornell University has entered into a contract with a vendor that provides medical evacuation, security evacuation, repatriation insurance, and a variety of other travel-support services. Faculty and staff members and students traveling on Cornell business are eligible for coverage through Cornell's vendor at no cost to them or the sponsoring unit. Travelers are expected to print the emergency services ID card and carry it with them at all times during their travel. For more information, including a complete list of benefits provided and a link to access the ID card, please see "Cornell's Emergency Services Vendor" in the Related Resources section of this policy.

◆**Caution: Failure to leave the country** - If the Cornell International Travel Advisory and Response Team (ITART) determines that remaining in a location or country poses unacceptable risk for any reason, ITART may advise the traveler to leave the country. Failure to heed ITART's advice may cause insurance cancellation.

◆**Caution: Confirm emergency services coverage for elevated-risk countries** - A representative of the traveler's unit must consult with the Office of Risk Management and Insurance prior to departure to an elevated-risk country to confirm coverage for medical evacuation, security evacuation, and repatriation. In a limited number of cases, dependent upon the travel destination, an additional charge, which the units must bear, may be imposed by the vendor.

◆**Caution: Exports** - The United States government has a variety of restrictions on the export of equipment, technology, and information, as well as on the provision of services. Regulations also govern the transfer to or expenditure of funds in certain countries. Please contact the Office of Research Integrity and Assurance for further information regarding export controls prior to engaging in such activities. Note that export licenses may require a significant lead-time.

◆**Note:** Some sponsored agreements limit foreign travel, may require prior approval, or apply certain constraints (e.g., Fly America Act). If you are unfamiliar with these terms, please consult your unit manager or financial transaction center/business service center prior to arranging your travel.

Trip planning support is available from Cornell Abroad and the Office of Risk Management and Insurance.

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PRINCIPLES, continued

Cornell International Travel Advisory and Response Teams (ITART)

The university maintains two International Travel Advisory and Response Teams (ITARTs), one for Ithaca campus units, and one for Weill Cornell campus units. They have the same primary functions: (1) to advise travelers and consider requests for exceptions to this policy prior to international travel, and (2) to respond to emergencies in conjunction with Cornell's vendor for international emergency services. If possible and necessary, the director of risk management and insurance, (for Weill Cornell campus units, the senior director of risk management & insurance), who is a member of the ITART, will take the lead role to support and assist faculty and staff members and students when they are faced with emergencies while traveling or in residence internationally. Emergencies may include outbreaks of violence, political unrest, or medical emergencies. The team may be called upon to convene by phone, e-mail, or in person.

◆**Note:** Other support services are available on university campuses to support travelers when they return or to support ITART, as necessary. These services include counseling services, medical services, student health insurance services, and crisis management services.

Composition of the International Travel Advisory and Response Team (ITART)

For Ithaca campus units, the following are members of ITART:

- Vice Provost for International Affairs, Chair
- Director of Risk Management and Insurance, point person for emergency international situations
- University Counsel
- Dean of Students
- Director of Cornell Abroad
- Coordinator of Travel Safety (non-voting)

This group will solicit participation of other administrators, as needed.

Role of Risk Management and Insurance

The director of risk management and insurance (for Weill Cornell units, the senior director of risk management & insurance), or his or her designated alternate, may proceed as follows when a situation arises internationally requiring his or her attention:

- Assist in the evacuation and safe return of all international travelers.
- Organize and lead a team to support international incidents, which may include administrators from units with travelers involved in the immediate situation.

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PRINCIPLES, continued

- Identify other Cornell University/WCMC students and faculty and staff members who may be in harm's way, and to facilitate their safe exit from the country or region.
- Hire contractors as needed or make additional arrangements that, in the team's judgment, are in the best interest of the traveler(s) at risk and will facilitate their safe return to the United States.
- Update appropriate university executives, families (in collaboration with the Office of University Counsel), and other interested university units, as appropriate, during and after the emergency.
- Consult with or include other individuals, as appropriate, based upon the situation.
- Facilitate medical care and counseling as needed as a result of an emergency.

Elevated-Risk Countries

Elevated-risk countries are countries that have been determined to be dangerous or unstable by the U.S. Department of State and/or Cornell's vendor for emergency services. Cornell travel involving students to these countries is prohibited unless an exception has been approved in advance by the appropriate ITART committee. For more information, see "Elevated-Risk Country List" in the Related Resources section of this policy).

◆**Caution:** If an elevated-risk alert is issued for a country while a traveler is in that country, the traveler should complete the travel registration for countries with elevated risk (see "Travel Registry" in the Related Resources section of this policy).

Cornell Travel to Countries Not on the Elevated-Risk Country List

Undergraduate Students

- Undergraduate students, except for students on study-abroad programs utilizing Cornell Abroad's online application, must follow registration procedures as outlined on Cornell's Travel Registry site (see "Travel Registry" in the Related Resources section of this policy).

Graduate Students, Including Medical Students at WCMC, NYC

- Graduate students must follow registration procedures as outlined on Cornell's Travel Registry site (see "Travel Registry" in the Related Resources section of this policy).
- WCMC students must obtain prior approval from the Office of Global Health Education for travel abroad.

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Staff Members

- Staff members must follow registration procedures as outlined on Cornell's Travel Registry site (see "Travel Registry" in the Related Resources section of this policy).
- Faculty traveling with students must follow registration procedures as outlined on Cornell's Travel Registry site (see "Travel Registry" in the Related Resources section of this policy).
- Faculty are strongly encouraged to register their international travel plans prior to embarking on a trip, even to those countries for which an elevated-risk warning has not been issued (see "Travel Registry" in the Related Resources section of this policy).

Senior Administrative Staff Travel

It is recommended that no more than three senior administrators travel domestically or internationally in the same aircraft.

Cornell Travel to Elevated-Risk Countries

Cornell strongly discourages all travel to elevated-risk countries if other viable options are available. Students are prohibited from traveling to elevated-risk countries unless preapproval has been secured through ITART.

Student International Travel

Students planning travel to countries on the U.S. State Department Travel Warning list or the elevated-risk country list must first seek permission from ITART. This process is initiated by submitting the "ITART Pre-Approval Form" (see "Travel Registry" in the Related Resources section of this policy).

◆**Note:** Students should begin this process well in advance of travel to provide time to receive a decision prior to making flight arrangements.

Medical students at WCMC are required by the Office of Global Health Education to sign a waiver if traveling.

Faculty and Staff Members

Travel to elevated-risk countries is permitted but discouraged, especially if alternate venues for projects and research are available. Faculty are strongly encouraged to register their travel. Staff members are required to register their travel (see "Travel Registry" in the Related Resources section of this policy).

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PRINCIPLES, continued

Alumni and the Public

Cornell trips involving travel by non-student groups to elevated-risk countries are required to seek ITART approval. Examples of such travel include, but are not limited to, the following:

- Cornell Adult University (CAU)
- Educational tours by units opened to alumni or the public
- Fundraising trips or adventure trips opened to alumni or the public

◆**Caution:** University units are prohibited from financially supporting student travel to elevated-risk countries through travel grants or any other means, except in the case of Cornell travel that has been preapproved by ITART.

◆**Caution:** The traveler's unit must consult with the Office of Risk Management and Insurance prior to departure for approved travel to an elevated-risk country to confirm coverage for medical evacuation, security evacuation, and repatriation. In a limited number of cases, dependent upon the travel destination, the vendor may impose an additional charge, which the units must bear.

Non-Cornell Travel Cornell does not regulate this travel or assume responsibility for travelers traveling on personal business. Cornell University units are prohibited from financially supporting non-Cornell travel, unless they have received ITART approval. Materials are available on the International Gateway website for educational purposes only.

Table 1: *Visiting Elevated-Risk Countries At-A-Glance*

The following chart provides a quick overview of the regulations for travel to elevated-risk countries.

Traveler	Cornell Travel	Non-Cornell Travel
Undergraduate Students	Travel/funding requires ITART approval.	Cornell does not regulate this travel, and funding is not allowed.
Graduate Students	Travel/funding requires ITART approval.	Cornell does not regulate this travel, and funding is not allowed.
WCMC Students	Obtain approval from the Office of Global Health Education.	Cornell does not regulate this travel, and funding is not allowed.
Faculty or Staff Members	Travel requires ITART approval if traveling with students. Travel is discouraged if other viable options are available.	Not applicable.
Alumni or the Public	Travel requires ITART approval.	Not applicable.

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Risk Management for International Travel

PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Registered Travel

All students traveling internationally on Cornell travel are required to register their travel. Additionally, all staff members traveling internationally, and all faculty members travelling with students are required to register their travel in the Travel Registry (see “Travel Registry” in the Related Resources section of this policy).

- Registration will happen in one of three ways: (a) individuals traveling alone will self-manage this process by registering travel plans in the Travel Registry system, (b) individuals will apply for a Study Abroad program utilizing Cornell Abroad’s online application system, or (c) sponsoring units may process group registrations. It is the responsibility of the international traveler to determine which process is appropriate. It is imperative that a complete itinerary be shared, along with program dates and locations.
- Register with the U.S. Embassy or Consul for your destination via the U.S. Department of State website (see the Related Resources section of this policy).
◆**Note:** Non-U.S. citizens should inform the embassy/consulate of their home country in their international-destination country.
- Complete the required Emergency Protocol and Procedure form available on the Travel Registry website to have available while traveling internationally (see “Travel Registry” in the Related Resources section of this policy).
◆**Note:** Students registering in the travel database via applications created by Cornell units must be provided with local and Cornell-based emergency protocol and procedures by their programs.
- Print the emergency services ID card for Cornell’s vendor for medical evacuation, security evacuation, and repatriation insurance (free for Cornell Travel), and carry it with you at all times during your travel (see “Cornell’s Emergency Services Vendor” in the Related Resources section of this policy).

◆**Note:** Registration is strongly encouraged for faculty members if they are not travelling with students.

Although it is not Cornell travel, registration is recommended for students traveling as members of independent student organizations for organization activities. Educational materials are available to all members of the Cornell Community, including the Cornell Abroad Venture Abroad handbook.

Detailed guidelines for travel registration are available on the Travel Registry (see the Related Resources section of this policy).

◆**Note:** The International Travel Registry is not monitored or reviewed on a regular basis. The information collected will assist the university to communicate with you in

POLICY 8.5

Risk Management for International Travel

PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH, continued

the event of an urgent safety, security, or health incident or situation, but does not guarantee that assistance can be provided.

Standards of Conduct

Although academic requirements and coursework standards for study off campus parallel those for study on campus, standards of acceptable behavior are likely to be different and more stringent during international travel and study abroad. Even actions that might be only mildly troublesome on campus and routinely handled by established disciplinary procedures may be much more serious abroad due to their impact on the group's educational program. All participants are expected to maintain a high level of maturity and focus, and to exhibit conduct that supports academic goals while reflecting positively on themselves and the program.

◆ **Caution:** Students traveling internationally on Cornell travel are prohibited from driving any type of motor vehicle, motorcycle, moped, etc., without explicit permission from the instructors, sponsors, advisor, or International Travel Advisory and Response Team (ITART).

◆ **Note:** Trip organizers may impose more stringent or restrictive standards of conduct on travelers based on the nature of the trip or matters of safety, culture, or practicality.

Helpful Tools for Travel Planning

Planning tools for students, faculty, and staff members are available on the International Gateway website (see the Related Resources section of this policy). Not all tools will be applicable to your trip, but they are provided as a resource and for educational purposes only.

◆ **Note:** All information for travel abroad for students and faculty at Weill Cornell Medical College (WCMC) is available on the Office of Global Health Education website (see the Related Resources section of this policy).

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Risk Management for International Travel

PROCEDURES – WEILL CORNELL MEDICINE CAMPUSES

Registering Travel

All Weill Cornell Medical College (WCMC) students travelling abroad must register their travel plans with the Office of Global Health Education.

It is advised, but not required, to register with a U.S. Embassy for your destination location via the U.S. Department of State website at step.state.gov/step/.

It is mandatory to sign up for Cornell's vendor for medical evacuation, security evacuation, and repatriation insurance (free for Cornell-sponsored travelers).

Instructions and ID cards are available online at weill.cornell.edu/risk-management/insurance/UnitedHealthcareGlobal.html.

Standards of Conduct

Although academic requirements and standards for courses or programs held off campus parallel those of an on-campus term, standards of acceptable behavior are different and more stringent for international travel. Actions that might be only mildly troublesome—and especially serious infractions of discipline—that would routinely be handled by established disciplinary procedures on campus cannot be tolerated abroad due to the impact on our ability to deliver the educational program for the group. WCMC expects all participants to maintain a high level of maturity and focus and conduct themselves in such a way that they bring credit to themselves and the program at all times. The following behaviors are considered grounds for removal of a student from the program without appeal and without credit. (Upon dismissal from the program, the student must leave the program site and return to the United States immediately at his or her own cost. In this event, no tuition refunds will be given, as your tuition payment covers room, board, permit, and in-country transportation charges that are not recoverable once the program begins.) In addition, these and other offenses may also subject a student to formal WCMC disciplinary procedures and/or criminal charges and jail time in the countries he or she is visiting.

1. Possession or use of, or being in the vicinity of someone known to be in possession of, illicit drugs or firearms (some firearms exceptions may be applicable for some locations and your program will inform you of such exceptions prior to leaving on the trip).
2. Drunkenness or being hung over.
3. Disorderly, abusive, or disrespectful behavior toward anyone, including other students, faculty, and local researchers and logistical staff.
4. Leaving the designated hotel, camp/field station zone, or otherwise travelling without approval.
5. Driving any type of motor vehicle, motorcycle, moped, etc., without explicit permission from the sponsor (which we would likely give only in an emergency situation).

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Risk Management for International Travel

PROCEDURES – WEILL CORNELL MEDICINE CAMPUSES, continued

6. Any inappropriate behavior that jeopardizes the good standing of the program vis-à-vis the hosting institution or the local community.
7. Absence from the program site without prior consent of the program faculty.
8. Participating in unauthorized dangerous activities (such as rock- or cliff-climbing).
9. Attempting to leave program locations or enter the U.S. with materials that legally require collecting export and/or import permits (including, but not limited to, archeological artifacts, geological structures such as rocks, and biological materials such as bones, teeth, feathers, seeds, etc.). Such violations are extremely serious, because they jeopardize ALL of the research conducted at the field station, including that of professional scientists whose careers depend on continued good relations.
10. Failing to participate in planned group activities, unless a valid excuse has been given and because of such, the faculty has dismissed you from the obligation.

Helpful Tools for Travel Planning

Planning tools for students, faculty, and staff members are available on the Office of Global Health Education website at weill.cornell.edu/international/.

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