A. Definitions.

A-1. Authorized Third Party. Any person not a University faculty, staff, or student, who is authorized to travel for University business, programs or other purposes, including, without limitation, volunteers, contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led University International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, faculty, staff, authorized third parties, alumni, or the public. This may include but is not limited to travel for study, research, field work, service, internship, or volunteer work.

A-3. Non-University International Travel. Travel outside the United States that is not related to University business, programs, or other purposes or that is not within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, for which the University assumes no control or responsibility, and provides no credit or funding. Individuals are not entitled to any international travel-related benefits during Non-University Travel. The following are some examples of Non-University International Travel: personal travel, such as spring break or vacation travel and travel that is not approved by the University. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-4. University International Travel. Travel outside the United States that: 1) is related to University business, programs, or other purposes, or that is within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, and 2) meets the conditions and has been reviewed and approved consistent with the requirements set forth in this procedure. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-5. Travel Advisory. Issued by the U.S. Department of State to indicate the level of caution to should consider and describes associated risks within a country that make it dangerous or unstable. An advisory level of 3 or 4 imply reconsideration of travel and/or do not travel recommendations as they indicate when the U.S. government’s ability to assist American citizens is constrained. The travel advisory and explanation of the advisory level assigned for each country of the world can be found at: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

A-6. University International Emergency Management Team (“UIEMT”). An ad hoc group consisting of University administrators who support and assist faculty, staff and students who are participating in University travel or are otherwise on University business abroad to address emergencies, such as outbreaks of violence, political unrest, or medical emergencies.

B. International Travel Approval Procedure.
In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University of Idaho will only authorize international travel by faculty, staff, authorized third parties, or students on behalf of or under the auspices of the University, when the following has occurred 30 days prior to travel:

1. Approval in advance through the use of a travel authorization (see APM 70.05);
2. Registration of travel with the International Programs Office ("IPO") through its online international travel registration system available at: https://www.uidaho.edu/academics/ipo;
3. Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development ("ORED") (see Section B-3 below; APM 45.19).

B-2. Faculty and/or Staff-led international travel
Faculty and/or staff leading students abroad must submit a proposal and be approved for such travel through IPO’s online international travel system by the specified deadlines: https://www.uidaho.edu/academics/ipo/study-abroad/information-for-faculty-advisors

B-3. International Travel by University students
International Travel must be approved by IPO by the deadlines specified in the application system: https://www.uidaho.edu/academics/ipo/study-abroad/students.

Any international travel undertaken without prior review and approval required under Section B-1 shall be considered Non-University International Travel, except under extraordinary circumstances, and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grant or contracts. However, even under extraordinary circumstances, travel to OFAC-sanctioned countries undertaken without such prior review and approval shall always be considered, without exception, Non-University International Travel, and will not be paid for or reimbursed to the traveler by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants and contracts. In addition, any traveler on Non-University International Travel will not be eligible for the University’s coverage and insurance policies while travelling, and damages and the defense of any legal matters arising from the travel will be solely the individual’s responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

B-4. University International Travel –Countries with Level 3 and 4 Advisories
The University strongly discourages all travel to countries or regions where the Department of State has issued a Level 3 Advisory level when viable alternatives are available. The University does not support travel to a country or region with a Level 4 Advisory level.

a. Student Travel. University International Travel by students to a country with a Level 4 Advisory in place is prohibited. A country with a Level 3 Advisory warrants further review and approval. If
there is a compelling academic or other reason why a student must travel to a country/region with a Level 3 Advisory, the student must petition the UIEMT for approval by contacting abroad@uidaho.edu

b. Employee Travel. Travel to countries with a Level 3 Advisory is permitted, but discouraged, especially if alternative venues for projects and research are available. Travel to countries with a Level 4 Advisory is highly discouraged. Faculty/staff members are required to register their travel with IPO prior to departure.

c. Faculty/Staff-Led International University Travel. Faculty/Staff-Led travel with students or others to countries/regions with a Level 3 or 4 advisory is prohibited.

Further details and assistance related to this policy are available from the International Programs Office: abroad@uidaho.edu