

Sam HoustonTM STATE UNIVERSITY



SHSU International Travel Handbook **Office of International Programs**

Updated 11/01/15

SHSU International Travel Handbook

Table of Contents

I. Travel Policies

- a. Texas State University System Policy-Foreign Travel for Educational Purposes
- b. SHSU Foreign Travel Policy

II. Prior Approval for Travel

II. Instructions for Creating the Travel Requisition

III. Risk Mitigation

IV. International Travel Release, Hold Harmless, and Indemnity Agreements

V. Travel Forms

- Travel Release to Countries With No Warnings
- Travel Release to Countries With Travel Warnings
- Travel Release to Countries Excluded From ACE Insurance
- Traveler's Tentative Itinerary
- Traveler's Emergency Contact Information

I. Travel Policies

A. Texas State University System Policy- Foreign Travel for Educational Purposes

PARAGRAPH 14 of CHAPTER VI
FOREIGN TRAVEL FOR EDUCATIONAL PURPOSES.

A Component Institution may not approve faculty, staff or students to travel for educational purposes to countries that are listed as a "Travel Warning" at the time of the request by the United States Department of State unless the traveler signs a waiver, hold harmless, and assumption of risk release on a form approved by the Vice Chancellor and General Counsel.

B. Sam Houston State University Foreign Travel Policy

Sam Houston State Foreign travel policies, and in particular, the Foreign Travel Policy (FO-TR-14) are applicable to employee and student travel. This policy may be viewed at http://www.shsu.edu/intranet/policies/finop/travel/documents/ForeignTravel_000.pdf.

II. Prior Approval for Travel

SHSU faculty, staff, and students who travel for university purposes or on a university sponsored trip outside of the United States, are required to have prior approval from the individual's Divisional Vice President, International Programs, Risk Management, and the President. Travel to Canada and to U.S. Territories are not considered international travel. All international travel must adhere to the mission of the university and provide benefit to the State of Texas. Travelers are required to sign the appropriate SHSU International Travel Release, Hold Harmless and Indemnity Agreement.

If a country is under a travel warning, there is a possibility that a waiver can be accepted for faculty or staff. It is not automatic. The University will not approve any student travel to a country that has a [*Travel Warning](#). No waiver is acceptable for student travel to a country with a travel warning.

*Travel to Mexico will be approved on a state by state basis

III. Instructions for Creating the Travel Requisition:

1. Create Travel Requisition - 45 days prior to travel dates

When submitting a Travel Requisition, the following documentation must be attached in BDMS, the University's Banner System, and note name of specific attachment in the document text:

- The **Traveler's Emergency Contact Form**, appended to this document at pg. 13
- **The Traveler's Tentative Itinerary Form**, appended to this document at pg. 11
- The Traveler signs and attaches the appropriate **Release Agreement** to the Requisition.
- Students accompanying an SHSU employee must submit a **Traveler's Emergency Contact Form and an executed Release Agreement** attached to the lead SHSU employee's Travel requisition.
- Emergency Response plan (if alert exists for travel region)

Use account 712100

Explain benefit to SHSU

Submit for approval

2. Expenses

Currency conversions (for exact date of transaction), acceptable methods are:

- [OANDA Website](#)
- Actual Credit Card/Bank Statement
- Exchange Rate Receipt (at time of conversion)
- All foreign currency must be converted to U.S. dollars with calculation method and documentation and provided to travel office for audit.

- If Risk Management advises traveler to purchase additional insurance, the expense will be an allowable departmental expense. Traveler must provide receipt of payment and documentation from Risk Management of recommendation.

IV. Risk Mitigation

All SHSU faculty, staff, and students traveling for university purposes or on a sponsored trip, outside of the United States, must agree to and abide by the following to mitigate risk:

- Review recommended travel sites to make an informed decision regarding safety and the risks.
- Submit all required documents (itinerary, waiver and emergency contact).
- Sign up for [The Smart Traveler Enrollment Program \(STEP\)](#) located on the U.S Department of State website. This is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Enrollees receive important information from the Embassy about safety conditions in the destination country, and enrollment may help the U.S. Embassy, family and friends contact the traveler in an emergency.
- If traveling to high risk countries as indicated on the U.S. Department of State website under the ["Alerts and Warnings" page](#), additional insurance coverage may be required for each person traveling. Proof of required insurance must be attached with travel requisition.
- Review and understand SHSU Export Control's compliance guidelines which can be viewed on the [SHSU Export Controls Website](#) .
- Review all travel warnings and alerts for U.S. citizens on [U.S. Department of State Travel.State.Gov Website](#) and register with the University's current international travel insurance program, ACE Group, at [ACE Group Travel App.](#), policy number PHFD38557129.

Risk Notification Statement- It is important that you understand and carefully consider the following risks:

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency, flights may be suspended, and other departure or shelter options may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, Sam Houston State University representatives may not be in a position to provide emergency assistance to you.
- Participation in travel to a Restricted Region has inherent risks, which may include kidnapping or death. These risks can never be completely eliminated.
- Risks of travel to your destination, may include (but are not limited to) dangers to health

and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest, and/or violence.

- Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.
- There may be additional health, safety, and security factors that have not been brought to your attention by Sam Houston State University.

It is highly recommended that you review the information on the following websites:

- [SHSU Travel Policy Website](#) -Travel Policies
- [SHSU Travel Health and Study Abroad](#)

V. International Travel Release, Hold Harmless, and Indemnity Agreements

Review of International Travel Requests: Once the Office of International Programs receives the required travel forms submitted with a travel requisition, the information is saved in the Travel Folder located on the T-Drive. This folder can be accessed by your department and by selected individuals on and off campus in case of an emergency. Risk Management reviews international travel requests for associated risks and provides assistance creating a risk plan if desired and/or required based on risk. If the Risk Assessment reveals conditions considered high-risk, the traveler is alerted. The President is provided risk assessment and approves or denies the travel request. Requisitions of requests approved by International Programs, Risk Management, and the President are processed by the Travel Department. **Travelers will submit the applicable Travel Release(s) below with their Travel Requisitions:**

- **TRAVEL RELEASE TO COUNTRIES WITH NO WARNING-** “Release Agreement” appended to this document at page 7.
- **TRAVEL TO COUNTRIES ON TRAVEL WARNING-**A Component Institution may not approve faculty, staff or students to travel for educational purposes to countries that are listed as a “Travel Warning” at the time of the request by the United States Department of State unless the traveler signs a waiver, hold harmless, and assumption of risk release on a form approved by the Vice Chancellor and General Counsel. The Travel Warning “Release Agreement” is appended to this document at page 8.
- **TRAVEL TO COUNTRIES THAT ARE EXCLUDED BY ACE INSURANCE FOR KIDNAP AND EXTORTION** - Sam Houston State University may not approve faculty, staff or students to travel for educational purposes to countries that are excluded by ACE Insurance for Kidnap and Extortion, unless the traveler signs the exclusion specific waiver, hold harmless, and assumption

of risk release "Release Agreement" appended to this document at page 9. Countries that are not covered for Kidnap and Extortion include the following countries and will require a Waiver:

Afghanistan, Algeria, Angola, Brazil, Chad, Chechnya, Colombia, Cuba, Democratic Republic of Congo, Georgia, Haiti, Indonesia, Iran, Iraq, North Korea, Liberia, Libya, Mali, Mauritania, Mexico, Nepal, Niger, Nigeria, Pakistan, Peru, Philippines, Saudi Arabia, Sri Lanka, East Timor, Sierra Leone, Somalia, South Sudan, Sudan, Syria, Trinidad & Tobago, Venezuela, Yemen, Zimbabwe

VI. EMERGENCY RESPONSE PLAN DEVELOPMENT GUIDELINES

(Develop your own country specific procedures relevant to your travel, see examples below):

- Passport and visas
 - Identify your emergency contact and have them keep photocopies of these documents
- Emergency contacts
 - Establish a regular communication plan and a contingency plan if communications fail.
- Financial contingency procedures for emergency needs
- Crime
 - Determine country specific process for handling anticipated types of crimes
 - In-country emergency contact information
- Weather-related emergencies
 - Be prepared for anticipated country-specific types of weather emergencies
- Transportation accidents or breakdown
 - Determine emergency contacts and procedures based on the applicable transportation methods
- Loss or damage to University property:
 - Contact University Police or the Office of Environmental Health, Safety & Risk Management for further direction
 - If critical to trip, determine ability to replace and how soon
- Loss or damage to personal property of participant
 - If critical to trip, determine ability to replace and how soon (note, University's insurance does not cover personal property)
- Behavioral and medical issues
 - Determine appropriate country-specific procedures for behavioral and medical issues
 - If placing other participants/employees in danger, contact local police
 - Call parents or other emergency contact
- Leader injury, illness, or death
 - Follow in-country procedure for appropriate response
 - Co-leader or assistant leader assumes the lead
 - Consider participants safety during emergency and after if leader cannot continue
 - Contact campus and department for assistance and guidance (University dispatch can locate University Police, legal, communications, Student Services, Risk Management and other stakeholders to assist in the emergency)
 - Contact parents or other emergency contacts, should this change the elements of the trip
 - Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk
- Incident/Claim reporting—any incident should be reported to the Department Emergency Contact or University Police. E-mail is acceptable if a non-emergency and if available at your location. Please provide international contact information, as we may need to contact you prior to your return.
 - Report work-related injuries or illnesses
 - Report auto, general liability, or property losses
- Each University traveler must register with the State Department Smart Traveler Enrollment Program (STEP) information - <http://travel.state.gov/content/passports/english/go/step.html> and review posted country-specific travel information. This information enables the Department of State to assist you in case of an emergency.

VII. Travel Forms

**SAM HOUSTON STATE UNIVERSITY
INTERNATIONAL TRAVEL RELEASE, HOLD HARMLESS, AND
INDEMNITY AGREEMENT TRAVEL TO COUNTRIES WITH NO WARNINGS**

I, _____, voluntarily choose to participate in the Sam Houston State University _____ Program in _____ (“Program”). In consideration for Sam Houston State University’s (“SHSU”) facilitating the Program, I (for myself, my heirs, executors and administrators) **HEREBY RELEASE, HOLD HARMLESS, DISCHARGE, AND OTHERWISE AGREE TO INDEMNIFY** SHSU, the Texas State University System, their regents, employees, agents, and volunteers (“the Released Parties”) **from and for any claims, demands, liability, lawsuits, injuries (including death), property damage, attorney’s fees, expenses, costs, causes of action, judgments, or awards of any kind or character (“Loss”) that may accrue, arise, or otherwise exist because of my travel and participation in the Program.** I intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) I may assert a claim, lawsuit, or cause of action. I understand and agree that this **RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS ME TO INDEMNIFY** (i.e., reimburse the Released Parties for any Loss they may sustain, resulting from a claim by a third party) and **OTHERWISE EXONERATES THE RELEASED PARTIES FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF MY LOSS.** I intend this **release, hold harmless and indemnity** to be as broad and comprehensive as possible as I do not desire that the Released Parties have any liability, directly to me, my spouse (if any), my child (if any), or indirectly to any medical provider or insurer, arising from my participation in the travel or program.

ASSUMPTION OF RISK

My participation in the Program is voluntary. I understand that through this Program, I will travel internationally and spend time in _____. I have been notified that I will be travelling through parts of the world that may be politically unstable or hostile to visitors from the United States, and that my participation includes a risk of personal injury, property damage, death or other Loss as described above. I hereby acknowledge that I have been provided with a link to the U.S. State Department which provides up-to-date travel advisories at <http://travel.state.gov/content/passports/english/alertswarnings.html>. I have been advised to view alerts and warnings prior to and during my travel so that I can remain aware of any necessary safety precautions. I am electing to participate and travel at my own risk. On behalf of myself, my heirs, executors and administrators, **I VOLUNTARILY ASSUME ANY AND ALL RISK OF LOSS as defined and described in the above Release, Hold Harmless and Indemnity Agreement.**

By signing below, I REPRESENT that I am OVER THE AGE OF 18, I have read and understood what is written above and that I VOLUTARILY bind myself to the Conditions stated herein.

Signature

Date

Printed Name

Address

**SAM HOUSTON STATE UNIVERSITY
INTERNATIONAL TRAVEL RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT
FOR TRAVEL TO AREA WITH
U.S. STATE DEPARTMENT TRAVEL WARNING**

I, _____, have requested and voluntarily choose to participate in the _____ University travel to _____ (“Travel”) during the dates of _____ through _____. In consideration for _____ University’s (“the University”) funding and/or facilitating the Travel, I (for myself, my heirs, executors and administrators) **HEREBY RELEASE, HOLD HARMLESS, DISCHARGE, AND OTHERWISE AGREE TO INDEMNIFY** the University, the Texas State University System, their regents, employees, agents, and volunteers (collectively, “the Released Parties”) **from and for any claims, demands, liability, lawsuits, injuries (including death), property damage, attorney’s fees, expenses, costs, causes of action, judgments, or awards of any kind or character (“Loss”) that may accrue, arise, or otherwise exist because of my travel and participation in the Travel.** I intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) I may assert a claim, lawsuit, or cause of action. I understand and agree that this **RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS ME TO INDEMNIFY** (i.e., reimburse the Released Parties for any Loss they may sustain, resulting from a claim by a third party) and **OTHERWISE EXONERATES THE RELEASED PARTIES FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF MY LOSS.** I intend this **release, hold harmless and indemnity** to be as broad and comprehensive as possible as I do not desire that the Released Parties have any liability, directly to me, my spouse (if any), my child (if any), or indirectly to any medical provider or insurer, arising from my participation in the travel.

ASSUMPTION OF RISK

My participation in the Travel is voluntary. I understand that through this Travel, I will spend time in _____, an area that has been designated as having a **Travel Warning** by the U.S. State Department. I have been put on notice that such designation means that this area may include an unstable government, civil war, ongoing intense crime or violence, and/or frequent terrorist attacks, and may be hostile to visitors from the United States. I understand that my participation includes a risk of personal injury, property damage, death or other Loss as described above. I hereby acknowledge that the U.S. State Department provides travel advisories at <http://travel.state.gov/content/passports/english/alertswarnings.html>. I have been advised to view alerts and warnings prior to and during my travel so that I can remain aware of any necessary safety precautions. I am electing to participate and travel at my own risk. On behalf of myself, my heirs, executors and administrators, **I VOLUNTARILY ASSUME ANY AND ALL RISK OF LOSS as defined and described in the above Release, Hold Harmless and Indemnity Agreement.**

By signing below, I REPRESENT that I am OVER THE AGE OF 18, I have read and understood what is written above and that I VOLUNTARILY bind myself to the Conditions stated herein.

Date _____

Address _____

Printed Name _____

Signature _____

**SAM HOUSTON STATE UNIVERSITY
INTERNATIONAL TRAVEL RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT
FOR TRAVEL TO COUNTRIES EXCLUDED BY ACE INSURANCE FOR
CORPORATE KIDNAP AND EXTORTION COVERAGE**

I, _____, have requested and voluntarily choose to participate in the Sam Houston State University travel to _____ (“Travel”) during the dates of _____ through _____. In consideration for Sam Houston State University’s (“the University”) funding and/or facilitating the Travel, I (for myself, my heirs, executors and administrators) **HEREBY RELEASE, HOLD HARMLESS, DISCHARGE, AND OTHERWISE AGREE TO INDEMNIFY** the University, the Texas State University System, their regents, employees, agents, and volunteers (collectively, “the Released Parties”) **from and for any claims, demands, liability, lawsuits, injuries (including death), property damage, attorney’s fees, expenses, costs, causes of action, judgments, or awards of any kind or character (“Loss”) that may accrue, arise, or otherwise exist because of my travel and participation in the Travel.** I intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) I may assert a claim, lawsuit, or cause of action. I understand and agree that this **RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS ME TO INDEMNIFY** (i.e., reimburse the Released Parties for any Loss they may sustain, resulting from a claim by a third party) and **OTHERWISE EXONERATES THE RELEASED PARTIES FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF MY LOSS.** I intend this **release, hold harmless and indemnity** to be as broad and comprehensive as possible as I do not desire that the Released Parties have any liability, directly to me, my spouse (if any), my child (if any), or indirectly to any medical provider or insurer, arising from my participation in the travel.

ASSUMPTION OF RISK

My participation in the Travel to countries excluded by [ACE Insurance](#) for corporate kidnap and extortion coverage is voluntary. I understand that through this Travel, I will spend time in _____, which is an area that is excluded by ACE Insurance for corporate kidnap and extortion coverage. I have been put on notice that such designation means that this area may have an increased incidence of kidnapping and extortion. I understand that my participation includes a risk of personal injury, property damage, death or other Loss as described above. I have been advised to view alerts and warnings prior to and during my travel so that I can remain aware of any necessary safety precautions. I am electing to participate and travel at my own risk. On behalf of myself, my heirs, executors and administrators, **I VOLUNTARILY ASSUME ANY AND ALL RISK OF LOSS as defined and described in the above Release, Hold Harmless and Indemnity Agreement.**

By signing below, I REPRESENT that I am OVER THE AGE OF 18, I have read and understood what is written above and that I VOLUNTARILY bind myself to the Conditions stated herein.

Date

Address

Printed Name

Signature

TRAVELER'S TENTATIVE ITINERARY REQUIREMENTS

HOTEL

- Hotel address and phone #
- Hotel Confirmation #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

FLIGHTS

- Passenger full names as listed on passports
- Flight numbers, dates & times
- Frequent flier program #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

TRAINS

- Passenger full names as listed on passports
- Train dates & times
- Train numbers
- Frequent traveler program #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

BUSES

- Passenger full names are listed on passports
- Bus dates & times
- Bus numbers or route names
- Frequent traveler program #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

TOURS

- Tour company name (and name of guide if available)
- Tour dates & times
- Tour meeting and ending point
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

MISC.

- Home Country Information
- Health Information
- Rental Car or Equipment Information
- Other Daily Plans/Activities or Information Needed For Quick Access

TRAVELER'S TENTATIVE ITINERARY

Destination: _____

Dates of Travel: _____

Air Travel (Departure)

Airline: _____ Flight #: _____

Departs: _____ (airport) at _____ (time)

Arrives: _____ (airport) at _____ (time)

Airline: _____ Flight #: _____

Departs: _____ (airport) at _____ (time)

Arrives: _____ (airport) at _____ (time)

Air Travel (Return Flight)

Airline: _____ Flight #: _____

Departs: _____ (airport) at _____ (time)

Arrives: _____ (airport) at _____ (time)

Airline: _____ Flight #: _____

Departs: _____ (airport) at _____ (time)

Arrives: _____ (airport) at _____ (time)

Lodging

Hotel Information (name, address, phone, website)

Tentative Daily Itinerary:

Click here to enter text.

Please attach blank sheet if more space is needed

TRAVELER'S EMERGENCY CONTACT INFORMATION FORM

Provide information for US emergency contact for use in the event of an emergency or crisis while abroad.

Emergency Contact Name: _____

Relationship to Traveler: _____

Home Telephone Number: _____

Address: _____

Email: _____

Please attach this form to Travel Requisition