



**Office of International Education**  
**UNIVERSITY OF GEORGIA**

## **Office of International Education (OIE) Risk Management Advisory Committee Policy on International Travel to Countries under a U.S. Department of State Travel Warning or a CDC Warning Level 3**

The OIE Risk Management Advisory Committee consists of ten voting members and one non-voting member, as follows:

Associate Provost for International Education (Chair)  
OIE Director of Education Abroad / Lead Member of OIE Emergency Response Team  
OIE Director of International Finance  
2 current or former UGA Study Abroad Program Directors  
Director of Clinical Services, Counseling and Psychiatric Services  
Director of Administrative Services and Communications, University Housing  
Director of Medical Services  
Dean of Students  
Emergency Operations Manager, Office of Security and Emergency Preparedness  
Associate Director, Office of Legal Affairs (non-voting)

Current membership: Noel Fallows, Yana Cornish, Leigh Knapp, Paula Mellom, Wayne Parrott, Janet Liane Camp, Carla Dennis, Ronald Forehand, Bill McDonald, John Newton, Art Leed.

Among other responsibilities, the OIE Risk Management Advisory Committee reviews Travel Authorization requests by sponsoring academic units or individual students, faculty and staff seeking to participate in educational activities in countries under a U.S. Department of State Travel Warning or a CDC Warning Level 3.

A U.S. Department of State Travel Warning is defined as follows:

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Current list of Warnings:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

A CDC Warning Level 3 is defined as follows:

Avoid nonessential travel.

Current list of Warnings:

<https://wwwnc.cdc.gov/travel/notices>

**In all cases where travel is permitted to a country under a U.S. Department of State Travel Warning or a CDC Warning Level 3, *even if a UGA account is not paying for the trip*, a Travel Authorization must be submitted.**

Previous approvals for travel will be rescinded in the event that a Travel Warning subsequently comes into effect for the destination. In that event, a petition must be submitted and approved before travel may take place.

### **Undergraduate students**

Undergraduate students are prohibited from traveling as part of any UGA recommended or facilitated activity to a country that is currently under a U.S. Department of State Travel Warning or CDC Warning Level 3. There are no exceptions to this rule.

### **Graduate students**

Graduate students are discouraged from traveling as part of any UGA recommended or facilitated activity to a country that is currently under a U.S. Department of State Travel Warning or CDC Warning Level 3.

If a graduate student does wish to travel, the academic activity must have the support of a tenured or tenure-track UGA faculty member in the graduate student's major, and the respective College Dean. The petition to travel must follow the procedure described below. The burden will be on the graduate student, in conjunction with the supporting faculty member, to demonstrate that all risks will be appropriately managed. The Associate Provost's decision, in consultation with the OIE Risk Management Advisory Committee, is final, and petitions cannot be pursued beyond this point.

Please note that approval to travel will be granted only in exceptional circumstances. The following are some examples of why approval may be granted:

- Access to unique study materials, e.g. to study a species or geological formation that only exists in one place.
- Access to specialized or unique research facilities, e.g. a specialized archive or research institute.
- The intended travel is not to the area affected by the Travel Warning.
- Graduate student familiarity with the area, e.g. proficiency in the language, previous visits to the affected area, traveling alone versus traveling as part of an organized group.

Petitions for exemption must be routed as follows:

- The petition exemption must be supported by a tenured or tenure-track UGA faculty member in the graduate student's major, and the respective College Dean. Please see the following link for the format of the request: <https://fs2.formsite.com/GeneralFormsSite/form101/index.html>. The supporting faculty member must complete the petition, and it will automatically be routed to the appropriate Associate Dean and the OIE Director of Education Abroad when completed. The petition must first be considered by a standing or ad hoc college-level committee in the student's and faculty member's home College. Because of the liability issues that such travel poses to the university and students, the petition must receive *unanimous* approval.

- If the College grants unanimous approval, the petition must then be submitted to the OIE Risk Management Advisory Committee at least 90 days prior to the date of travel.
- Petitions will be approved only upon a unanimous vote of the OIE Risk Management Advisory Committee. The Associate Provost's decision, in consultation with the OIE Risk Management Advisory Committee, is final, and petitions cannot be pursued beyond this point.

### **Faculty, postdocs, and non-graduate student staff**

Faculty, postdocs, and non-graduate student staff will receive the following email upon receipt of a Travel Authorization (TA) for countries under a U.S. Department of State Travel Warning or a CDC Warning Level 3:

Dear Professor **XXXX**,

As you know, international Travel Authorizations (TAs) are routed through the Office of International Education (OIE) as part of the accounts payable approval process. Recently, you submitted a TA request for travel to **XXXX**. As you may know, that country is currently under a U.S. Department of State Travel Warning, which can be read here:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

As indicated in the referenced Travel Warning, there is a significant risk of travel to this country at this time. While OIE is not authorized to restrict or otherwise prohibit faculty travel, we must recommend against your proposed visit. With a Travel Warning in place, we have been made aware of a significant risk to your safety and wellbeing, but given the volatility of the destination and our lack of experience there we are not in a position to adequately assess the severity of those risks or to take action to ensure your safety.

In the past, individuals traveling to countries under U.S. Department of State Travel Warning have been injured, detained, and in some cases killed. Because of this risk, please be advised that any travel to this destination must be at your own risk and volition, that the University in no way approves or requires this travel, and that the University will not be in a position to assist you in the event of emergency.

**Please acknowledge that you understand there is a U.S. Department of State Travel Warning for this country by return email if you decide to go.**

Although you may be a frequent traveler to this destination, we recommend you do the following:

- Leave your daily itinerary (location, hotel information, modes of transportation) with your office staff.
- [Register your trip](#) with the U.S. Department of State.
- Contact Daniel Runge, the UGA Export Compliance Officer, if the Travel Warning country also has a travel restriction: <https://research.uga.edu/export-control/>