



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 3066

INTERNATIONAL TRAVEL PROCEDURE

I. Purpose

- a. The purpose of this international travel procedure is to encourage safe practices for education abroad activities without unduly limiting the educational value and experience for all Oklahoma City Community College students, faculty, and staff traveling and engaging in educational group activities outside of the United States.
- b. This procedure outlines Oklahoma City Community College's administrative requirements and provides guidelines and resources that are available to faculty and staff when traveling individually or planning and developing educational programs outside the United States.
 - i. College sponsored travel is defined as programs abroad that are designed, negotiated, or managed by Oklahoma City Community College.
 - ii. Authorized Travel is international travel by a College employee who is traveling within the scope of his or her employment. Such travel must be approved by the President's Cabinet member of the traveling employee.

II. International Travel Authorization Form

- a. The department/division representative requesting travel must submit to his or her department head or division dean a fully completed (all relevant boxes checked and information supplied) International Travel Authorization Form at least four weeks before the scheduled date of travel. All international travel is subject to approval by both the head of the department/division and the President's Cabinet member of the department/division requesting travel. After all signatures of approval have been obtained on the International Authorization Form, notification of the authorization action will be sent to all parties on the form.

- b. The department/division representative approved for travel shall provide a copy of this Administrative Procedure to all participants traveling abroad.

III. Statement of Responsibility and Authorization; Waiver, Release and Indemnification Agreement - INTERNATIONAL STUDY PROGRAMS

- a. The following is required for participation in international study programs.
 - i. It is the responsibility of the College representative requesting or requiring travel to provide students/participants with a copy of this Administrative Procedure No. 3066 (International Travel Procedure) and a Statement of Responsibility and Authorization; Waiver, Release and Indemnification Agreement (the "Agreement"). All participants (excluding employees traveling within the scope of their employment) in College sponsored study abroad programs are required to sign the Agreement.
 - ii. Minors must have permission of parent or legal guardian to participate in College sponsored international travel. The parent or legal guardian must sign the Agreement in addition to the minor participant.
 - iii. The department/division will send all completed Agreement forms to the Office of Staff Development and Risk Management two weeks prior to the date of travel.

IV. Insurance Requirements

- a. Student/Participant Health Insurance
 - i. Each traveler participating in College sponsored international travel must provide evidence of health insurance coverage valid for each country to be visited. The health insurance coverage must include coverage for Emergency Medical Evacuation and Repatriation of Remains.
 - ii. A copy of insurance verification must be attached to the Statement of Responsibility and Authorization; Waiver, Release and Indemnification Agreement and filed in the Office of Staff Development and Risk Management.
 - iii. For the convenience of participants in international travel, the College has available through a third-party insurance company international insurance which can be purchased at a reasonable cost in the Bursar's Office. The College does not

endorse and does not require participants to carry this particular insurance.

1. All participants who purchase the insurance or who request a copy of the policy will be provided with a copy of the insurance policy.
2. A copy of the receipt from the purchase of the insurance must be attached to the Statement of Responsibility and Authorization; Waiver, Release and Indemnification Agreement.
3. Claims will be handled between the participant and the insurance company following the guidelines listed in the insurance policy.

b. **Employee Liability and Health Insurance**

- i. Under the State of Oklahoma Tort Claims Act, the state will defend and indemnify College employees for claims arising from their negligent acts or omissions while operating within the scope of employment to the extent that Oklahoma and/or international law permits. Intentionally harmful acts are not within the scope of employment and are not covered. In addition, all College employees traveling abroad on authorized travel are automatically insured with international health insurance.
- ii. It is recommended that each employee carry a copy of the Oklahoma self-insured liability insurance certificate and the Oklahoma Foreign Liability Insurance Coverage for Employees of the State of Oklahoma. These certificates/documents are available in the Office of Staff Development and Risk Management.

c. **Reporting Accidents**

- i. Accidents should be reported to the on-site program representative or support person. In addition, accidents should be report to the Office of Staff Development and Risk Management and Safety and Security within 48 hours of the occurrence or as soon as practical.

V. Personal Liability & Responsibility

- a. Faculty and staff have no special duty to protect adult travel participants from their own voluntary actions while on their own personal time. However, prudence may dictate setting limits on participants' off-time activities while in travel status.
- b. Similarly, faculty and staff are personally liable for their own personal activities and for any intentionally harmful, willful acts or omissions while conducting the sponsored travel.

VI. Compliance with College Policies and Procedures, Federal Laws and State Laws

- a. Faculty, staff and students must comply with College policies and procedures, Federal, State and destination country laws while planning and participating in College Sponsored travel and Authorized travel.

VII. International Travel Information

- a. Prior to international travel, faculty, staff and students are responsible for educating themselves as to the risks associated with international travel and with the destination country. Several key reference sources provide general information on travel, as well as specific area, risks and precautions (see sample sources in paragraphs b and c). Be sure to view information on all international transit points (e.g., stopovers) as well as the destination country.
- b. Registration with US embassies/consulates abroad - Registration at the U.S. Embassy or Consulate in the country being visited makes participants' presence and whereabouts known, in case it is necessary for a consular officer to contact participants in an emergency either in country or back in the US. During a disaster or similar event overseas, American consular officers and emergency assistance organizations can assist in evacuation where that becomes necessary, but they cannot assist if they do not know where a participant is. Therefore, it is imperative that PRIOR to departure (for each trip taken) each participant take the time and register online with the US Department of State using the following web link(s):
http://travel.state.gov/travel/abroad_registration.html OR
<https://travelregistration.state.gov>
- c. Some other information sources about risks and conditions in destinations and pass-through countries are:
 - i. U.S. Department of Homeland Security:
http://www.dhs.gov/dhspublic/theme_home3.jsp
 - ii. Centers for Disease Control and Prevention:
<http://www.cdc.gov/travel/>
 - iii. U.S. Department of Agriculture:
<http://www.aphis.usda.gov/travel/>
 - iv. Travel advice, disease outbreaks, and information on emergencies (<http://www.who.int/en/>) issued by the World Health Organization (WHO).

Effective: June 6, 2005