



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3066 INTERNATIONAL TRAVEL

- 1.0 PURPOSE. To encourage safe practices for education abroad activities without unduly limiting the educational value and experience for all Oklahoma City Community College (OCCC) students, faculty, and staff traveling and engaging in college sponsored educational group activities outside of the United States.
- 2.0 SCOPE. This policy outlines OCCC's administrative requirements and provides guidelines and resources that are available to faculty and staff when traveling on official duties outside of the United States.
- 3.0 DEFINITIONS.
 - 3.1 College sponsored travel – programs abroad that are designed, negotiated, or managed by OCCC.
 - 3.2 Authorized travel – international travel by OCCC employee who is traveling within the scope of his or her employment and approved by the President's Cabinet member of the traveling employee.
 - 3.3 International Travel Authorization Form – the OCCC form that starts the approval process for employees traveling outside the United States of America.
 - 3.4 Statement of Responsibility and Authorization, Waiver, Release and Indemnification Agreement – OCCC agreement form that must be signed by all participants traveling outside the United States on a college sponsored activity. The Agreement form must be accompanied with a copy of the traveler's insurance card and be on file in the office of Emergency Planning and Risk Management prior to any international travel.
- 4.0 INTERNATIONAL TRAVEL AUTHORIZATION FORM. The State of Oklahoma Foreign Travel Policy does not provide insurance coverage in certain countries; therefore, all requests for foreign travel must be reported immediately to the Office of Emergency Planning and Risk Management at OCCC using the following steps:
 - 4.1 The OCCC employee requesting travel submits to his or her immediate supervisor, department dean or director, President's Cabinet member and the Office of Emergency Planning and Risk Management a fully completed International Travel Authorization Form (Form) at least four (4) weeks prior to the scheduled date of travel.
 - 4.2 Include with the Form the names of all individuals traveling with the employee.
 - 4.3 A fully executed copy of the Form will be returned to all parties.
 - 4.4 Upon receipt and authorization of travel the Office of Emergency Planning and Risk Management provides the following documents to the traveling employee:
 - 4.4.1 Fully executed copy of International Travel Authorization Form;
 - 4.4.2 Copy of this policy;
 - 4.4.3 Emergency medical personnel or policy assistance sticker to be placed on employee's passport;
 - 4.4.4 Insurance employee identification card;

4.4.5 Overview of services packet of information.

- 5.0 STATEMENT OF RESPONSIBILITY AND AUTHORIZATION. The following is required for participation for all international travel.
- 5.1 It is the responsibility of the OCCC employee requesting or requiring travel to provide students and participants with a copy of this policy and a Statement of Responsibility and Authorization, Waiver, Release and Indemnification Agreement (Agreement).
 - 5.2 All students and participants, with the exception of the OCCC employee traveling within the scope of his or her employment are required to sign the Agreement.
 - 5.3 Minors must have permission of parent or legal guardian to participate in OCCC sponsored international travel programs. The parent or legal guardian and the minor traveler are required to sign the Agreement.
 - 5.4 The OCCC employee requesting travel sends all fully executed Agreement forms with a copy of insurance verification for each individual student and participant to the Office of Emergency Planning and Risk Management at least two (2) weeks prior to the travel date.
- 6.0 INSURANCE REQUIREMENTS. OCCC is a division of the State of Oklahoma and is governed by the Oklahoma Governmental Tort Claims Act (GTCA). GTCA provides protection against suit or claim for the state or one of its political subdivisions, as well as its full and part time employees while acting within the scope of his or her employment. The state or subdivision is not liable under the provision of the GTCA for any act or omission of any employee acting outside the scope of his or her employment.
- 7.0 STUDENT/PARTICIPANT HEALTH INSURANCE. Each traveler participating in OCCC sponsored international travel must provide a copy of health insurance verification to the Office of Emergency Planning and Risk Management prior to the travel date. The insurance should include Emergency Medical Evacuation and Repatriation of Remains. Optional third-party insurance coverage is available for travelers through the Office of the Bursar at OCCC. OCCC does not endorse nor require travelers to carry this particular insurance and it is provided for convenience only. Travelers purchasing the insurance are provided with a copy of the insurance policy. All claims are submitted to the insurance company by the traveler following the guidelines listed in the insurance policy.
- 8.0 REPORTING ACCIDENTS. All accidents must be reported to the on-site OCCC employee representative or support person. The employee representative or support person reports the accident to the Office of Emergency Planning and Risk Management, the Campus Police Department at OCCC and the appropriate President's Cabinet member within 48 hours of the occurrence or as soon as practical by calling OCCC Emergency Planning and Risk Management at 405-682-1611 ext. 7148 or Campus Police Department at 405-682-7872 .
- 9.0 PERSONAL LIABILITY AND RESPONSIBILITY. OCCC faculty and staff have no special duty to protect adult travel participants from their own voluntary actions while on their own personal time. Similarly, OCCC 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.
- 10.0 COMPLIANCE WITH OCCC POLICIES AND PROCEDURES, FEDERAL LAWS AND STATE LAWS. OCCC faculty, staff, and students must comply with OCCC policies

and procedures, Federal, State, and destination country laws while planning and participating in OCCC sponsored travel.

11.0 ADDITIONAL INTERNATIONAL TRAVEL INFORMATION. Prior to international travel, OCCC faculty, staff and students are responsible for educating themselves as to the risks associated with international travel and the destination country. Several key reference sources provide general information on travel, as well as specific area, risks and precautions. It is highly recommended that all travelers view and become familiar with information on all international transit points (e.g., stopovers) as well as the destination country.

11.1 Registration with U.S. embassies/consulates abroad. Travelers are encouraged to register at the U.S. Embassy or Consulate in the destination country in case it is necessary for a consular officer to contact participants in an emergency either in country or in the United States. Registration with these agencies can help American citizens evacuate during a disaster or similar event overseas. Registration can be accomplished online by visiting the following website: [Smart Traveler Enrollment Program https://step.state.gov/step/](https://step.state.gov/step/).

11.2 Other useful information sources regarding risks and conditions in destination countries or stopovers are:

11.2.1 [U.S. Department of Homeland Security: http://www.dhs.gov/index.shtm](http://www.dhs.gov/index.shtm);

11.2.2 [Centers for Disease Control: http://wwwn.cdc.gov/travel/default.aspx](http://wwwn.cdc.gov/travel/default.aspx);

11.2.3 [World Health Organization \("WHO"\): http://www.who.int/en/](http://www.who.int/en/).

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