

DARTMOUTH COLLEGE TRAVEL RISK POLICY

[REVISED: 5/05]

I. Introduction

All members of the Dartmouth community should be able to make well-informed travel decisions, and no one should be coerced or required to travel to locales where there are significantly heightened health or safety risks.

The following guidelines set forth the definitions of Dartmouth Travel covered by this Policy, the various levels and types of warnings which can have an affect on Dartmouth Travel, and the policies that apply to Dartmouth Travel.

II. Defining Dartmouth Travel

“Dartmouth Travel” is defined as: Travel by any member of the Dartmouth community related to any program or activity that is: 1) required or run by Dartmouth or 2) financially supported through any Dartmouth account.

Any member of the Dartmouth community (faculty, staff and students) who travels solely for personal reasons and without financial support by Dartmouth (i.e., without funding through any Dartmouth account) is not subject to Dartmouth’s travel policy. Individual discretion governs decisions regarding such personal travel.

Faculty, staff and students who combine Dartmouth Travel with travel for personal reasons must sign Dartmouth’s Travel Form, but may use their individual discretion regarding personal travel to areas where a Travel Warning has been issued by the United States Department of State.

III. Information about Travel

There is a variety of resources available for members of the Dartmouth Community for assessing risk associated with travel abroad, including information from the Department of State (DoS), the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO). Prior to traveling, members of the Dartmouth community are urged to check the DoS, CDC and WHO web pages for current information about their destination(s).

Community members who are engaging in Dartmouth Travel, as defined above, may be required to complete a Travel Form, acknowledging the risk associated with the proposed travel.

In addition, Dartmouth participates in International SOS (ISOS), which can provide a variety of resources to those traveling abroad if the traveler registered prior to departing. Information on ISOS can be found on the Office of Integrated Risk Management and Insurance web page.

IV. Travel Policies for Dartmouth Travel

A. DoS Public Announcements and/or General CDC/WHO Advice (without advice to not travel):

No restrictions apply to Dartmouth Travel these locales.

B. CDC/WHO Advice Not To Travel:

1. Dartmouth urges all members of the Dartmouth community to heed CDC/WHO Advice Not to Travel and not travel to these locales, but faculty, staff and students are free to make their own informed decisions.
2. No one may be required or coerced to travel (e.g., by a faculty member, supervisor or advisor) to an area with a CDC/WHO Advice Not to Travel.

Care should be taken to avoid suggesting that a subordinate employee or student travel to such an area, to avoid creating the impression that the employee or student has been forced or coerced into traveling to the location.

3. If a member of the Dartmouth community decides to travel to such an area under circumstances meeting the definition of Dartmouth Travel, the individual must sign the appropriate Travel Form before departure, acknowledging the risk and personal responsibility for their decision to travel.
4. Students who travel to such an area under circumstances meeting the definition of Dartmouth Travel must also not travel to or through areas with DoS Travel Warnings.
5. Parents or guardians of undergraduate students must also sign the Dartmouth Student Travel form (to confirm discussion of risks; and if the student is under 18, parents or guardians to provide consent to the travel.)

C. DoS Travel Warning:

1. Dartmouth strongly urges Dartmouth faculty, staff and students to fully understand the risks and not travel to locations where the Department of State has issued a Travel Warning.
2. No one may be required or coerced (e.g., by a faculty member, supervisor, or advisor) to travel to an area with a Travel Warning. If a faculty member, supervisor or advisor becomes aware of an employee or student considering travel or planning to travel to an area with a Travel Warning, he or she should contact the Provost Office.
3. Unless a waiver is granted in a specific case (as described below) Dartmouth

will not approve or financially support (through any Dartmouth account) travel to areas where a Travel Warning has been issued.

4. **Waivers of Policy Available in Extraordinary Circumstances:** Where extraordinary circumstances warrant, a waiver may be granted, allowing the faculty member, staff members or student is to travel to an area with a Travel Warning with funding from Dartmouth. The following decision-makers are responsible for granting waivers:

- a. Faculty and Academic Staff: Provost, with recommendation from the Vice Provost for Research or the applicable School Dean.
- b. Graduate Student: Provost, with recommendation from the dean from the student's school.
- c. Undergraduate Student: Provost, , after consultation with appropriate individuals. Please note: Waivers will not normally be granted for students who wish to travel to areas where a Travel Warning has been posted, even in situations where the inability to travel to a particular area will disrupt a student's academic plans and may result in a delay in completing degree requirements.
- d. Administrative Staff: Executive Vice President, with recommendation from the Vice President for Human Resources.

The Office of General Counsel is available to serve in an advisory role to all of the above. Dartmouth Health Services may be a useful resource if a waiver is being considered.

V. Additional Information

Please refer to Dartmouth's emergency and travel web sites for information about planning for travel, the risks of travel, and ways to avoid or better handle emergencies.

Information on these issues, as well as business travel insurance , foreign liability

coverage, and International SOS, are available on Dartmouth's Office of Integrated Risk Management website: <http://www.dartmouth.edu/~rmi/travel/>. To find out more about availability and access to your regular medical benefits and life insurance, contact the Office of Human Resources.

Other references and resources regarding travel include the following:

1. CDC web site: <http://www.cdc.gov>
2. DoS web site: <http://travel.state.gov/>
3. WHO web site: <http://www.who.int/>
4. ISOS web site: <http://www.internationalsos.com>