International Travel Policy

Policy/Procedure

Dickinson College is committed to educating its students in a global community. This includes creating many opportunities for study and service abroad. Providing for the safety of our students, faculty, staff, directors, officers, trustees, alumni and their legal dependents as they travel around the world for educational and service programs, including scholarly research, conducted in affiliation with Dickinson College is of paramount importance. When there is a United States State Department Travel Warning in place, or where the college’s insurance carriers have designated a location a “war risk”, for a particular area to which any Dickinson-affiliated entity will be traveling while on a Dickinson College related activity, or where students are currently studying or serving, the presumption is that traveling to or remaining in these locations is unsafe and will not be permitted. Exceptions to this policy will be considered on a case-by-case basis by the International Travel Risk Assessment Committee which will make a recommendation to the President’s Staff. In many cases, travel to restricted locations can take place if emergency plans are in place and our insurance carriers are notified in a timely manner (ideally one month before departure or as soon as plans are being considered).

Travelers and their legal dependents conducting Dickinson-related business internationally may be covered under the college’s global medical policy which includes medical insurance coverage in addition to emergency evacuation and repatriation services. Travelers who are not traveling as part of Center for Global Study & Engagement program should procure this global medical travel coverage by working with the Director of Compliance & Enterprise Risk Management. Students, faculty and staff traveling as part of the Center for Global Study & Engagement program will have global medical insurance provided as part of the program.

Any college department conducting international travel to any location, including but not limited to service trips, advancement and alumni travel, or athletic trips, should discuss their travel plans with the International Travel Risk Assessment Committee, which meets at the beginning of each semester, to ensure that trip leaders are well prepared and risk management considerations are implemented.

Related Information

International Travel Insurance Request Form:
https://www.dickinson.edu/forms/form/211/en/international_travel_insurance_request_for_non-credit_bearing_travel

History/Revision Dates

Effective: August 5, 2014
Last Amended Date: 12/12/2016 – Department of Compliance & Enterprise Risk Management
Next Review Date: 12/12/2017
Also Found In: