

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.

Travel shall generally be allowed to countries that have a Level 1 or Level 2 Travel Advisory from the United States State Department. If a country has a Level 1 or Level 2 Advisory but there are specific directions to avoid an area of the country (such as “avoid” or “reconsider travel” to certain regions) then the college will permit the travel to the country with specific instructions to follow the State Department’s advice and a travel waiver will be signed by the traveler. Travel requests to a Level 3 or Level 4 Travel Advisory location 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 (ITRAC). ITRAC will make a recommendation to President’s Staff and President’s Staff will make a determination. 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.

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. Additional information about what coverage is available through the global medical policy can be found here:

http://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2223/health_and_insurance

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 Review Date: 1/31/2020 – Department of Compliance & Enterprise Risk Management

Next Review Date: 1/31/2023