

Foreign Travel Information Policy

Purpose:

The purpose of this policy is to ensure that in the case of an emergency the University Department of International Programs and Services (housed within the Office of the Associate Provost for Academic Affairs) knows the location of any students, faculty, or staff traveling outside the United States, has the information needed to contact them or their families, and, if necessary and possible, can provide them with assistance.

Policy:

All students, faculty and staff traveling outside of the United States under any program associated with The University of Scranton must register, in advance of their travel, with the Office of the Associate Provost for Academic Affairs.

Procedure:

1. Information needed:
 - a. Individual's name and position within the University
 - b. Travel program
 - c. Itinerary
 - d. Travel contact (e.g., host, host institution, or hotel)
 - e. Family contact
2. Sponsoring University leader is responsible for submitting information for all travelers in leader's group to the Office of the Associate Provost at least two weeks before trip. If there is no group, each individual traveling is responsible for submitting the information.
3. The Office of the Associate Provost will provide the appropriate form.

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