
HIGH RISK TRAVEL TO RESTRICTED REGIONS

Scope: Louisiana State University

Effective: July 14, 2011 revised 1 R Y H P E H U 1, 202

Purpose: To identify and mitigate the risk associated with high risk travel to Restricted Regions

Louisiana State University supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. The University is equally committed to the safety and well-being of its students, faculty and staff when they participate in these activities and realizes that some areas of the world present heightened health, safety and security risks. In particular, countries/regions that have U.S. Department of State Travel Advisories have been identified as countries/regions that require special efforts to mitigate risk and, when necessary, call for the avoidance of travel altogether.

The University requires all travel to countries with

3. Level 3 – Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

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C. Approval Process to Travel to Restricted Regions

Request for travel to *Restricted Regions* should be submitted 30 days in advance of the proposed departure date or as soon as the trip is known. Late requests cannot be guaranteed a decision prior to the proposed departure date, and may result in a denied application and/or delayed start date for travel. The University reserves the right to withhold reimbursement and/or take other disciplinary actions for unauthorized travel.

1. The following documentation is required by the individual or program to travel to a Restricted Region for approval by the Executive Vice President and Provost or his/her designee at the recommendation of the ITOC.
 - a. AS295 “Request to Travel to Restricted Region for Individual Travelers” or AS296 “Request to Travel to Restricted Regions for Student Study Trips”.

Note: The form must be completed in its entirety and signed by the Dean/ Director or Department Head/Chair prior to submission for approval.
 - b. AS297 “Faculty/Staff Emergency Contact Form”.
 - c. AS298 “High Risk Travel Release and Waiver” is required in the event that the high risk travel request is not approved and the traveler chooses to proceed with the travel. The form must be signed by each traveler. The form should be notarized with two witnesses to acknowledge the release.
 - d. Upon approval approved by the Executive Vice President and Provost or his/her designee at the recommendation of the ITOC, the AS295 or AS296 will be returned to the traveler.
2. Upon approval for travel to a Restricted Region, the traveler must register in “myTrips” to be covered by the University’s international travel insurance and should register with the US Embassy/Consulate of the country of travel. If travel is booked through the University contracted travel agency, Christopherson Business Travel, the trip will be automatically registered with “My Trips”.
 - a. If travel is booked outside of Christopherson Business Travel, to register travel in “myTrips”, travelers should go to <http://www.lsu.edu/riskmgt/internationaltravelregistry.php>. The link and additional information can be found on the Office of Risk Management website.
 - b. Travelers should also register travel with the Smart Traveler Enrollment Program (STEP) which is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate. To register, travelers should go to <http://step.state.gov/step/>.

D. Faculty Regional Experts

A separate approval process is in place for faculty who are experts in a geographic region that is in

1. A signed letter of support from the Dean/Director and Department Head/Chair stating that the faculty is an expert in the specified geographic region and travel is necessary for him/her to carry out research.
2. A signed letter from the faculty member explaining that he/she has expert knowledge of the region, is aware of the risks, and is adequately prepared to mitigate them.

The ITOC will review both documents and make a recommendation to the Executive Vice President

I. Planning Resources

The Office of Risk Management can assist in planning international travel through the online resources available via the LSU Global Assistance Portal and services available through International SOS including:

- Custom over the phone security and medical briefings for each trip/location

- Custom lodging and transportation recommendations based on your itinerary

- Identification of recommend medical facilities

- Recommended vaccinations

- Discussion of other important cultural or travel considerations

These resources and services can be accessed by visiting www.internationalsos.com and logging in with member # 11BCAS658364 or calling 1-215-942-8478.