



Policy Chapter: Chapter 15 Risk Management Services

Policy Number and Title: 15.017 International Travel

I. Policy Statement

The University of North Texas (UNT) is committed to the safety, security, and well-being of students, staff, faculty, and volunteers traveling abroad. Proactive measures are taken to identify and respond to risks arising from university-related international travel.

II. Application of Policy

Students, Student Employees, Staff, Faculty, and Official Guest/Volunteers participating in University business or University-sponsored international travel and initiatives; this policy also applies to Non-University travel where stated.

III. Policy Definitions

A. Areas of High Risk

"Areas of High Risk," in this policy, means travel to locations where The U.S. Department of State has issued a Travel Advisory "Level 4: Do Not Travel" or "Level 3: Reconsider Travel." This also includes "Do Not Travel" and "Reconsider Travel" advisories for sub-regions within a country, regardless of a country's overall rating (e.g., states in Mexico); or areas where the Centers for Disease Control and Prevention (CDC) has issued its highest Travel Health Notice Level advising against travel; or where the IROC has deemed significant health, safety, or security risks are present.

B. Foreign Adversary Country (FAC)

"Foreign Adversary Country," or "Foreign Adversaries" in this policy, are the foreign governments identified in [15 C.F.R. §791.4](#) that have engaged in a long-term pattern or serious instances of conduct significantly adverse to the national security of the United States or security and safety of United States persons.

C. International Risk Oversight Committee (IROC)

"International Risk Oversight Committee," in this policy, is the university committee responsible for making risk mitigation and preparedness decisions regarding university-related international travel.

D. Official Guest/Volunteer

"Official Guest/Volunteer," in this policy, means any individual invited and authorized by the sponsoring institution to participate in university-sponsored travel.

E. University-sponsored Travel

"University-sponsored Travel," in this policy, means any educational or business travel that is UNT-administered, UNT-organized, or conducted within one's capacity as a UNT representative, regardless of credit or funding. University-sponsored Travel includes:

1. Any faculty, staff, student, or official guests/volunteers traveling internationally to participate in a UNT-administered or UNT-organized activity or program, or to conduct University business as a representative of UNT.
2. Any event, program, or activity involving international travel that is UNT-administered or UNT-organized. This includes an activity or program to conduct University business as a representative of UNT and includes, but is not limited to:
 - study abroad programs;
 - student exchange programs;
 - class field trips;
 - registered student organization trips;
 - sponsored student organization trips;
 - field studies;
 - research trips;
 - internships or practicums;
 - conferences, seminars, or meetings;
 - teaching endeavors;
 - service-learning opportunities; and
 - volunteer, experiential, or work programs organized, endorsed, or promoted by UNT.

IV. Policy Responsibilities

A. International Travel Registration Requirement

International travelers participating in University-sponsored Travel are required to register their travel at least three weeks before departure. Travelers are encouraged to utilize the [UNT System Travel Guide](#) resources, training, and checklists provided to prepare for and respond to emergency situations that may occur while abroad. The university may choose not to reimburse employees for international travel if the employee fails to complete the international travel registration process before traveling.

B. Traveler Responsibilities

It is the responsibility of UNT travelers to assess and mitigate health, safety, and security risks when engaging in university-sponsored international travel. This includes pandemic, epidemic, and endemic-related risks and destination-specific requirements. Travelers must abide by all UNT and UNT System rules governing international travel, as well as any relevant State, Federal, and host nation laws.

C. Prohibited Countries

1. University employees may not travel to a FAC on University-sponsored Travel, as defined by this policy. This prohibition applies regardless of the source of funds used to pay for the travel. This prohibition does not apply to students traveling for educational purposes except that university funds may not be used to pay for travel to those countries.
2. University employees, including student employees, who wish to travel to a FAC on non-university-sponsored travel must notify the university of their plans to travel prior to departure and complete a post travel report after their return to the United States. The forms for reporting are located on the Risk Management travel website. No university business may be conducted by employees while present in a FAC. Additionally, in accordance with the [UNT Export Control Manual](#), University System Enterprise issued equipment may be restricted or prohibited from being utilized or brought into a FAC.

D. International Travel Review and IROC

The Vice Provost for International Affairs (VPIA) is responsible for determining if travel to international locations is allowable.

The VPIA chairs the IROC and appoints the membership of the committee.

The IROC is responsible for:

1. making recommendations to the VPIA on travel petitions to high-risk destinations. This formal recommendation is made by majority rule;
2. recommending protocols and overseeing institutional efforts to facilitate registration of University-sponsored Travel with UNT's emergency assistance provider prior to departure; and
3. reviewing and approving all University-sponsored Travel to Areas of High Risk.

E. High-Risk Travel Authorization & Incident and Crisis Response

The VPIA, as advised by the IROC, leads UNT's initial response to international incidents. The VPIA may include additional individuals outside the IROC as deemed necessary to address individual incidents. Incidents exceeding existing response plans or the IROC's expertise or capability will be escalated through standard crisis management protocols, potentially activating core leadership.

The VPIA, as advised by the IROC and other appropriate departments or individuals designated by the VPIA, is responsible for travel suspension decisions and oversight of international crisis response.

F. High-Risk Travel Considerations

When reviewing High-Risk travel, the IROC must carefully consider:

1. the classification of person(s) associated with the trip (i.e., staff, faculty, student, or

guest/volunteer);

2. the health, safety, and security risks involved; and
3. the risk management plan in place, including UNT's ability to assist in an emergency.

Some areas or regions may be excluded from the university's international travel insurance policy. Travelers will be notified by Risk Management Services (RMS) if this is the case.

Planned travel that is not yet in progress when a destination becomes High Risk is automatically suspended pending review by the IROC.

Travel that is in progress when a location becomes High Risk must be reviewed by the IROC within a reasonable timeframe to determine if the threat is imminent and if travelers should be recalled or relocated.

Travel that has been approved by the IROC may be subject to additional review if there is a change in circumstances and/or additional review is deemed necessary by the IROC.

The IROC Coordinator may convene the IROC and request a vote to recommend revoking, suspending, modifying, or changing previously approved international travel to ensure the health, safety, and security of UNT travelers and initiatives abroad. The committee's recommendation must be approved by the VPIA.

If the IROC cannot convene, the VPIA may revoke, suspend, modify, or change international travel approvals, including all IROC travel approvals, at any time they see fit to do so to ensure the health, safety, and security of UNT travelers. They will do so with input from the IROC Coordinator.

Upon approval of high-risk travel, the traveler is obligated to adhere to all conditions of travel as stipulated by the IROC and Vice Provost for International Affairs. The traveler is required to complete the mandatory training as outlined in the international travel confirmation documentation.

G. Separation of Approval Processes & Travel Revocation

Approval of international travel through UNT RMS focuses exclusively on safety and security concerns. The approval processes conducted by other offices within the institution are independent of the Risk Management International Travel approval process.

UNT reserves the right to deny, revoke, or suspend any requested or approved international travel at any time if there are concerns about the health, safety, and security of the destination, or if there are unresolved issues with the review or approval processes of other institutional offices.

International travel approval may be denied or revoked due to government orders, or any other relevant directives issued by federal, state, or local authorities.

V. Resources/Forms/Tools

[UNT System Travel Guide](#)

[UNT Export Control Manual](#)

VI. References and Cross-References

[15 C.F.R. §791.4](#)

[UNT System Board of Regents Rule 10.600, Travel Expenditures and Reimbursement](#)

[System Regulation 08.1000, Executive Travel](#)

[System Regulation 08.15000, Travel Administration](#)

[Executive Order GA-48](#)

VII. Revision History

Policy Contact:	Sr. Director, Emergency Management & Planning
Approved Date:	06/17/2025
Effective Date:	06/17/2025
Revisions:	