

INTERNATIONAL TRAVEL & RISK MANAGEMENT REQUIREMENTS: SUMMER GRANTS AND SABBATICAL LEAVE AWARDS

International travel that is Stetson funded, sponsored, and/or directed must be registered with the [Office of Risk Management](#) a minimum of 15 business days prior to departure.ⁱ

Travel must be registered for the following reasons:

1. Certain destinations require proof of insurance. The Office of Risk Management will need to complete the proof of insurance forms in advance of travel.
2. The University's travel accident policies do have exclusions. It is important to verify that the destination is covered prior to departure.
3. If the destination requires a signed affidavit stating that the trip is for academic research or study, this must be coordinated through the Office of Risk Management. Affidavit must be signed prior to departure.
4. If a claim is filed with AIG, the Office of Risk Management will be asked to verify eligibility for the claim(s).
5. If a claim involves an employee, it may fall under multiple policies (including workers compensation). The Office of Risk Management must assist in coordination of coverages.

International Travel Policy

Stetson-funded/sponsored/directed international travel is allowed to [Level 1](#) and [Level 2](#) countries. Travel to [Level 3](#) countries and to Cuba requires pre-approval by the Office of the Provost. Travel is not allowed to [Level 4](#) countries.

ⁱ This refers to any travel of which the university approves, financially supports (fully or partially), manages, promotes, or operates whether directly or through a vendor: travel related to instruction, research, fundraising, study abroad, competition, performances, experiential learning, conferences, presentations, recruiting, site visits, program assessment, professional development, and trips in connection with an academic or administrative unit. This does not include travel activities engaged in by students or employees in a personal capacity.

For questions, contact riskmanagement@stetson.edu.