



International and Domestic Travel

Policy: SS007

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Responsible Administrator: Treasurer and Vice President of Finance and Administration

Responsible Office: Department of Public Safety

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Policy Statement

FIT supports and encourages travel by members of the college community whose educational, research, business, scholarly, artistic or other related college activities/programs involve travel. This policy is intended to promote the health, safety, and security of FIT employees and students while traveling on FIT-related business or activities/programs through creation of a travel registry process. Registering travel promotes sound business practices and security measures to minimize risks to the traveler and to FIT. Failure to register travel limits the ability of FIT's Emergency Preparedness and Response Group (EPRG) to respond to travel-related emergencies.

Reason for the Policy

All travel entails some degree of risk, however, travel requiring one or more days and/or to certain locations may involve heightened risk. Therefore, this policy seeks to manage the potential impact assumed by travelers and FIT by encouraging thorough preparation for travel. This policy also supports compliance with regulatory requirements and recommendations related to U.S. travel advisories, local government recommendations, FIT's Emergency Management Plan, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and FIT's Study Abroad and International Field Study Emergency policy.

Who is Responsible for this Policy

- Emergency Preparedness and Response Group
- Associate Vice President for Academic Affairs, or their designee
- Assistant Vice President for Student Success/Dean of Students, or their designee
- All other Vice Presidents, or their designees

Who is Affected by this Policy

- All FIT employees traveling on FIT Travel
- All FIT students traveling on FIT Travel

Definitions

- **Advisor:** Any FIT faculty or staff member who is involved in organizing and supporting a trip/event that will not include travel by a chaperone. An advisor must have a close connection with the activities of the cohort of students involved in the trip/event (e.g., a club advisor, faculty advisor to a contest involving travel, etc.).
- **Chaperone:** Any FIT faculty or staff member who will be accompanying students on a trip/event.
- **FIT Travel:** Any travel outside of the FIT New York campus ¹ that is organized, supported, arranged, financed, or otherwise overseen by FIT, its offices, departments, divisions, student organizations, or FIT's legally affiliated entities and involves any one (or more) of the following circumstances:
 - An overnight stay; or
 - Travel outside the five boroughs of New York City (even if there is no overnight stay); or
 - Chartered, ticketed, or any other transportation that is arranged by FIT (e.g. purchase of fare/tickets, rental of a bus, or use of FIT-owned vehicles); or
 - Travel involving a high-risk activity or event, no matter the location or timeframe; or
 - Any other travel whereby the relevant supervisor, chair, department head, or other administrator, at their discretion, requires adherence to this policy as a condition of traveling.Common types of FIT Travel meeting the above definition include but is not limited to:
 - Travel related to FIT course activities that are fully supported and supervised by FIT staff;
 - FIT-managed study abroad programs, including study abroad for FIT students through another college/university or outside organization;
 - Travel that fulfills FIT contractual agreements;
 - Travel for FIT athletics and student activities; and
 - Employees traveling on FIT business, including to conferences or other professional development trips where expenses are funded by FIT.
- **Non-FIT Travel:** Travel that is not related to FIT business or programs, for which FIT assumes no control or responsibility, and to which this policy does not apply. Travel related to student internships is generally Non-FIT Travel because FIT is not involved in organizing, supporting, arranging, financing, or otherwise overseeing such travel, even when the internship may otherwise be related to an FIT course.
- **Travel Registry:** A database for maintaining critical travel information for employees and students engaging in FIT Travel. The Travel Registry is the official and authoritative source of traveler information that forms the basis for the college's emergency response protocols and communications strategy (e.g. alerts, warnings, evacuation notices) when responding to an emergency or critical incident.

¹ Similar travel from FIT's Italian and Korean campuses must also be registered pursuant to protocols set by the Office of International Programs.

- **Travel Advisory:** The U.S. Department of State issues a “Travel Advisory” for each country in the world. Travel Advisories describe the risks associated with travel to certain international locations, and provide clear actions U.S. citizens should take to help ensure their safety. An overall Travel Advisory level is issued for each country, but levels of advice may vary for specific locations or areas within a country. Travel Advisories will contain clear reasons for the level of risk assigned to a location and issue specific advice to U.S. citizens who choose to travel to the area.

Principles

N/A

Responsibilities

- **Emergency Preparedness and Response Group (EPRG)**
The EPRG is responsible for responding in the event of an emergency involving the security of a student or employee engaged in FIT Travel. It executes existing emergency protocol when notified of an off-campus emergency.
- **Employees Who Oversee FIT Travel by Students (Chaperones and Advisors)**
These employees must ensure registration of students’ FIT Travel and complete required paperwork, including their own registration if also traveling. They must be familiar with the situation on the ground in the destination region and perform due diligence towards the health and safety of student travelers. In some cases, they will directly oversee and accompany student travel.

Certain instances of FIT Travel by students are to locations that may constitute “non-campus” property of FIT under the Clery Act. Any employee overseeing such travel would be a Clery Act Campus Security Authority (“CSA”), meaning they are required to report certain crimes occurring on FIT’s Clery Act geography. Therefore, any employee who would be a CSA by virtue of their travel with students is required, if they have not already done so, to complete an online training prior to travel to understand reporting obligations. Additionally, all locations that constitute non-campus property must be logged with Public Safety in order to facilitate compliance with the Clery Act.

All employees engaging in FIT Travel with students are also Responsible Employees for purposes of reporting incidents of sex discrimination, including sexual misconduct, and must immediately report any incidents -- regardless of location -- to FIT’s Title IX Coordinator or other offices designed to streamline the accepting of reports such as Public Safety or the Dean of Students pursuant to FIT’s Sexual Misconduct Response policy.

International travel with students carries additional risks and responsibilities. All international travel with students must be coordinated with the Office of International Programs and must have the proper approvals prior to commencing any planning or traveling. Such approval is contingent upon the following:

- The employee has completed appropriate trainings;
- The employee is aware of FIT's Clery responsibility and Sexual Misconduct Response policy and procedures;
- The employee has adequate communications equipment and information in order to allow them to readily communicate while abroad with the students and campus leadership;
- The employee and students have been advised as to the proper insurance coverage and procedures;
- The employee has an approved emergency action plan;
- The employee and students have reviewed relevant health and safety information for the country or countries that they plan on visiting;
- The employee has secured reliable in-country language assistance, if necessary; and
- The employee has a budget and adequate financial resources to accomplish the goals of the trip safely.

- **Employees Engaging in FIT Travel**

These employees must notify their supervisor, chair, or department head of any potential travel and register their travel. Employees are encouraged to become informed about the region of travel, as appropriate, and take independent measures to promote personal safety, the safety of fellow travelers, and the safety of the broader FIT community (e.g., the prevention of the spread of communicable diseases, etc.).

- **Students Engaging in FIT Travel**

Students must complete paperwork and releases that may be required to register their travel and complete any other requirements as set forth by the relevant supervisor, chair, department head, and/or Chaperone or Advisor, including, but not limited to, requirements for medical insurance, registration with the U.S. Department of State, immunizations, etc. Travel involving students requires either a Chaperone, who travels with the students, or an Advisor, who does not travel with the students but oversees and organizes the trip, including ensuring compliance with this policy. Any travel taking place outside of the five boroughs of New York generally requires a Chaperone. Students must participate in the entire trip unless otherwise approved by the Assistant Vice President for Student Success/Dean of Students.

- **Supervisors, Chairs, Department Heads**

Those with supervisory responsibility must ensure that travelers are appropriately registered. They must not approve travel to countries or specific regions with elevated risk², except in the case of FIT Travel that has been preapproved by the senior FIT administration.

² As determined by the U.S. Department of State. Countries or specific regions with elevated risk are those on which the Department of State has issued a Level 2, 3, or 4 Travel Advisory. In these high-risk areas, the

- **Senior Administrative Staff Engaging in FIT Travel**

It is recommended that no more than three senior administrators travel domestically or internationally in the same aircraft or other mode of transportation.

- **Registering Travel**

FIT requires that all employees and students comply with specific procedures for FIT Travel. This includes registering their travel in the Travel Registry to include the following information:

- submitting up-to-date itinerary information, including personal and emergency contact information, host/program/entity information (as appropriate), travel itineraries and accommodation information; and
- promptly providing updated travel itineraries and accommodations as they develop, especially if/as these change during the course of travel.

Additionally, FIT students are required to report felony convictions prior to international travel in accordance with FIT's Admission of Persons with Prior Felony Convictions policy.

Information in the Travel Registry is generally private. Access to and information from the Travel Registry is limited to appropriate FIT officials or other parties in accordance with all applicable laws, including FERPA.

- **International Travel**

- **Planning and Preparation**

Additional planning and preparation is required for international travel. All travelers should discuss what inoculations and other measures are necessary with their healthcare provider. Questions and concerns about any travel should be discussed with direct supervisors, chairpersons, deans, the respective senior administrator, or student group advisor, as needed. From time to time, FIT may issue guidance, requirements, and restrictions regarding travel to specific destinations.

- **Travel Advisories and Restrictions**

All persons participating in FIT Travel should closely review information, advisories, and other guidance issued by the U.S. Department of State, health authorities, and other governmental and non-governmental entities. Particular care should be taken for countries or specific regions where the U.S. Department of State has issued a Level 2, 3, or 4 Travel Advisory.

Travelers should register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP), a free service that allows U.S. citizens traveling or living abroad to enroll with the nearest U.S. embassy or consulate. Benefits of enrolling in STEP include: receiving the latest safety and security information for your destination country; helping travelers make informed decisions about their travel plans; helping the U.S. Embassy

Department of State may be limited in their ability to provide consular services. For more information on travel to high-risk areas. See <https://travel.state.gov/content/passports/en/go/TraveltoHighRiskAreas.html>.

contact the traveler in an emergency, whether natural disaster, civil unrest, or family emergency; and helping family and friends get in touch with the traveler in an emergency.

- **Other Restrictions/Considerations for International Travel**
 - Travelers should be aware that many transactions, e.g., hiring personnel, procuring service contracts, making payments, etc., will carry additional requirements in countries outside the U.S.
 - The U.S. government has a variety of restrictions on the export of equipment, technology, and information, as well as on the provision of services. Travel to certain embargoed countries may be heavily restricted. Regulations also govern the transfer to, or expenditure of, funds in certain countries and prohibit any dealings with “Specially Designated Individuals and Blocked Persons.” Certain activities require export licenses, which require a significant lead-time, sometimes several months.
 - Sponsored project agreements may limit foreign travel, may require prior approval from sponsors, or include applicable constraints.

- **Insurance Coverage**
 - **Employees**

Employees on international FIT Travel are covered under the college’s blanket, travel-abroad health insurance policy, only if they register travel in the Travel Registry. Registering travel allows insurance companies to be notified in a timely fashion to ensure full coverage in case of emergency. Additionally, FIT employees are covered under a college international workers’ compensation program. This coverage applies to employees experiencing a work-related injury or illness during their international travels.
 - **Students**

Students on international FIT Travel must have a health insurance policy that provides for routine as well as emergency care.

Procedures

- **Registering FIT Travel**
 - **FIT Travel Involving Students**
 - **International Travel³**

FIT employees must first obtain approval from the Vice President for Academic Affairs or their designee for academic-related travel, or from the Vice President of Enrollment Management and Student Success or their designee for non-academic travel.
 - Registration with the Office of International Programs must be completed six (6) months prior to travel.

³ International FIT Travel that is organized by the Office of International Programs in connection with established study abroad programs must comply with all OIP-established registration procedures and requirements.

- **Domestic Academic Travel**
 - Faculty members arranging/leading the trip with students who will serve as Chaperone/Advisor must contact the respective Dean and Department Chair for approval at least one (1) month prior to travel.
 - The Department Chair (or designee) is ultimately responsible for ensuring registration and overseeing completion of any forms (i.e., Chaperone/Advisor Agreement for Student Travel – Academics, and Assumption of Risk and General Liability Release for Academic Related Domestic Student Trips/Events to be completed by each student).
 - The Chaperone/Advisor associated with the FIT travel is responsible for distributing the forms to students, collecting completed forms, and then providing them to the relevant Department Chair (or designee). The Department office maintains the original forms.
 - The Chaperone/Advisor must also send copies of the forms to the Department of Public Safety. The Chaperone/Advisor must keep a copy of relevant forms accessible in case of emergency.

- **Domestic, Non-Academic Travel Organized by Enrollment Management and Student Success (EMSS) Departments (not Student Clubs/Organizations)**
 - EMSS Directors arranging/leading the trip with students may generally organize travel or events, subject to notifying their respective Assistant Vice President and seeking approval, where required, consistent with EMSS internal practices.
 - The EMSS Director or designee is ultimately responsible for registration and overseeing completion of any forms (i.e., Chaperone/Advisor Agreement for Student Travel - EMSS, and Assumption of Risk and General Liability Release for Domestic Student Trips/Events - EMSS, to be completed by each student).⁴ Registration is generally required at least three (3) weeks in advance of travel but may be completed on an expedited timeframe with appropriate supervisory approvals.
 - The Chaperone/Advisor associated with the FIT Travel is responsible for distributing the forms to students, collecting completed forms, and then providing the forms to the relevant EMSS Director (or designee).
 - The Director sends copies of the forms to Public Safety and notifies the respective Assistant Vice President of the travel. The respective EMSS Director's office maintains the original forms. The Chaperone/Advisor must also keep a copy of relevant forms accessible in case of emergency.

- **Domestic, Non-Academic Travel by Student Clubs and Organizations**
 - A member of the Student Club/Organization's Executive Board contacts the Department of Student Life for permission.
 - Approval is granted by the Director of Student Life or their designee (e.g., often may be the Program Coordinator or the Counselor tasked with supervisory authority for student organizations). The Department of Student Life ensures that the trip is registered and that the club or organization's Faculty Advisor has completed and collected requisite forms (i.e., Chaperone/Advisor Agreement

⁴ Athletics completes a separate form with the Dean of Students approval of all trips to occur within an academic year.

for Student Travel – EMSS and Assumption of Risk and General Liability Release for Domestic Student Trips/Events – EMSS, to be completed by each student). Registration is generally required at least three (3) weeks in advance of travel but may be completed on an expedited timeframe with appropriate supervisory approvals.

- The Department of Student Life sends copies of the forms to Public Safety and notifies the Dean of Students of the trip/event. Student Life maintains the original forms. The Chaperone/Advisor must keep a copy of relevant forms accessible in case of emergency.

- **All Other Travel**

- All employees must first seek approval from their direct supervisor by completing the college Business Authorization Form. Completion of the form is generally required at least one (1) month in advance of travel but may be completed on an expedited timeframe with appropriate supervisory approvals. If traveling internationally, forms must generally be completed three (3) months in advance of travel but may be completed on an expedited timeframe with appropriate supervisory approvals.
- After supervisor approves travel, other approvals are sought as noted on the form, if applicable.
- Completed forms are submitted to the Office of Human Resources. If there are costs associated with the travel, a copy of the college Business Authorization form is attached to the Travel Request form that is submitted to the Office of the Controller.

- **Changes to Travel Itineraries**

Any changes to travel itineraries should be communicated immediately to the direct supervisor. Supervisors should communicate changes to the Office of Human Resources.

- **Emergency Protocol**

If there is an emergency, the Emergency Preparedness and Response Group (EPRG) will contact the Offices of Academic Affairs, EMSS, and the Office of Human Resources for a list of employees and students that are traveling in the affected area of the emergency and will take action in response to the emergency as outlined in the FIT Emergency Management Plan.

Violations

N/A

Related Policies

- [Study Abroad and International Field Study Emergency Response Policy](#)
- [Travel and Reimbursement Policy](#)

Related Documents

- [Assumption of Risk and General Liability Release for Academic-Related Domestic Student Trips/Events](#) – Academics
- [Chaperone/Advisor Agreement for Student Travel](#) – Academics

- [Assumption of Risk and General Liability Release for Domestic Student Trips/Events](#) – EMSS
- [Chaperone/Advisor Agreement for Student Travel](#) - EMSS
- [College Business Authorization and Travel Request Forms](#)
- [FIT's Emergency Management Plan](#)
- Assumption of Risk and General Liability Release for Trips Originating from OIP
(available only in hard-copy through the Office of International Programs)

Contacts

- **Finance and Administration**
333 Seventh Avenue, 15th Floor
(212) 217-4020
- **Enrollment Management and Student Success**
Business & Liberal Arts Center, B221
(212) 217-3800
- **Human Resource Management and Labor Relations**
333 Seventh Avenue, 16th Floor
(212) 217-3650
- **International Programs**
Business & Liberal Arts Center, Room B119
(212) 217-5380