



# CUNY International Travel Guidelines

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## Table of Contents

I.	<a href="#">Introduction</a>	4
	A. <a href="#">Policy Basis and Purpose</a>	
	B. <a href="#">Core Concepts and Principles</a>	
	1. <a href="#">What trips does the ITG address?</a>	
	2. <a href="#">Who is covered by the ITG?</a>	
	3. <a href="#">Types of trips covered by the ITG</a>	
	a) <a href="#">CUNY Trips</a>	
	b) <a href="#">Independent Trips</a>	
	4. <a href="#">International trips not covered by the ITG</a>	
II.	<a href="#">Student Requirements and Responsibilities</a>	7
	A. <a href="#">Students on CUNY Trips</a>	
	1. <a href="#">Before Departure</a>	
	2. <a href="#">While Abroad</a>	
	a) <a href="#">Behavioral standards</a>	
	1) <a href="#">General expectations</a>	
	2) <a href="#">CUNY Drug and Alcohol Policy</a>	
	3) <a href="#">Sexual Misconduct, including Harassment and Assault</a>	
	4) <a href="#">High Risk Activities/Driving</a>	
	b) <a href="#">Disciplinary procedures</a>	
	3. <a href="#">Student responsibility for pre- and post-CUNY Trip travel</a>	
	B. <a href="#">CUNY Students on Independent Trips</a>	
III.	<a href="#">Requirements and Responsibilities of Traveling Faculty/Staff</a>	11
	A. <a href="#">Faculty/Staff Traveling Abroad with Students</a>	
	B. <a href="#">Faculty/Staff Traveling Abroad without Students</a>	
IV.	<a href="#">Oversight of CUNY Trips Abroad</a>	12
	A. <a href="#">Executive Oversight of CUNY Trips</a>	
	B. <a href="#">Operational Oversight</a>	
	1. <a href="#">Planning Responsibilities of Campus Directors</a>	
	a. <a href="#">Registration and Financial Management</a>	
	b. <a href="#">Insurance Coverage</a>	
	c. <a href="#">Communication Tree and Emergency Protocol</a>	
	d. <a href="#">Logistical Arrangements</a>	
	e. <a href="#">Notice to Exchange Partner or Program Provider</a>	
	f. <a href="#">Orientation</a>	
	g. <a href="#">Collaborate with Student Organization Officers Planning Trips</a>	
	2. <a href="#">Planning Responsibilities of Field Directors</a>	
V.	<a href="#">CUNY Trip Approval</a>	16
	A. <a href="#">Purpose</a>	
	B. <a href="#">REO Approval</a>	
	C. <a href="#">Trip Planning</a>	
	D. <a href="#">Risk Management Plan</a>	
	E. <a href="#">Travel Warnings</a>	
	F. <a href="#">High Risk Activities</a>	
	G. <a href="#">Defined Leadership</a>	
	H. <a href="#">Field Directors</a>	
	I. <a href="#">Conflicts of Interest</a>	
	J. <a href="#">Friends and Family</a>	

VI.	<a href="#">Pre-Departure Requirements for Approved CUNY Trips</a>	21
	A. <a href="#">Pre-Departure Orientation</a>	
	B. <a href="#">Enroll All Participants in CUNY’s CISI Travel Insurance Plan</a>	
	C. <a href="#">Mandatory CUNY-GO Registration (Terra Dotta)</a>	
	D. <a href="#">Monitor State Department Travel Warnings and CDC Travel Notices</a>	
	E. <a href="#">Collect Waivers</a>	
	F. <a href="#">Group STEP Registration</a>	
	G. <a href="#">Title IX Policy and Sexual Misconduct</a>	
	H. <a href="#">Follow CUNY Rules on Purchasing and Agreements</a>	
VII.	<a href="#">Field and Campus Director Expectations During Trips</a>	23
	A. <a href="#">General Expectations</a>	
	1. <a href="#">Be available 24/7</a>	
	2. <a href="#">Keep records</a>	
	3. <a href="#">Reinforce participant behavior standards during trip</a>	
	4. <a href="#">Follow University and applicable state and federal policies</a>	
	5. <a href="#">Reporting to the Public Safety or the Title IX Office</a>	
	B. <a href="#">During an Emergency Abroad</a>	
	1. <a href="#">Coordinate with appropriate local authorities and contacts</a>	
	2. <a href="#">Ensure qualified medical care</a>	
	3. <a href="#">Communicate with College and CUNY officials</a>	
	4. <a href="#">Locate missing participant(s)</a>	
	5. <a href="#">Support participants who cannot continue to travel</a>	
	6. <a href="#">Prioritize student well-being</a>	
	7. <a href="#">Anticipate stress/psychological responses to trauma</a>	
	8. <a href="#">Provide updates to campuses with participants</a>	
	9. <a href="#">Document all incidents</a>	
VIII.	<a href="#">Tables and Appendices</a>	26
	A. Tables	
	1. <a href="#">Table A: Overview of Key Trip Requirements</a>	10
	2. <a href="#">Table B: Responsible Executive Officers</a>	13
	3. <a href="#">Table C: CUNY Trip Approval Process</a>	16
	4. <a href="#">Tables D1/2: Travel Warnings and CUNY Trips</a>	17
	B. Forms	
	1. <a href="#">CUNY International Group Trip Proposal Form</a>	
	2. <a href="#">CUNY International Travel Participation, Waiver and Emergency Contact Form (“release form” for group travel)</a>	
	3. <a href="#">CUNY Independent Travel Notification, Waiver and Emergency Contact Form (“release form” for independent travel)</a>	
	4. <a href="#">CUNY International Travel Warning Waiver Petition Form</a>	
	5. <a href="#">CUNY Release Agreement for Activities in a Destination under a Travel Warning</a>	
	6. <a href="#">Incident Report Form</a>	
	7. <a href="#">Emergency Card Template</a>	
	C. Resources	
	1. <a href="#">Understanding Title IX Guidelines While Abroad: A Student Guide</a>	
	2. <a href="#">Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students</a>	
	3. <a href="#">Recommendations for Travelers to Regions with Zika and Other Mosquito-Borne Diseases</a>	
	4. <a href="#">Checklist for CUNY International Trip Orientations (“Orientation Checklist”)</a>	
	5. <a href="#">Student Checklist for International Travel</a>	
IX.	<a href="#">FAQs</a>	26
X.	<a href="#">Glossary</a>	27

## I. Introduction

### A. Policy Basis and Purpose

These updated CUNY International Travel Guidelines (“Guidelines” or “ITG”) are issued by the Office of Academic Affairs; Office of Environmental, Health, Safety, and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A. at the [Board's meeting on 28 November 2011.](#) Revised September 22, 2017.

The ITG communicate the standards and procedures of The City University of New York (“CUNY” or “University”) for travel abroad by CUNY **faculty, staff** and **students**, and to provide guidance to CUNY faculty, staff and students planning, supporting and undertaking travel abroad. A principal goal of the ITG is to ensure that international trips with a connection to CUNY and in which students, faculty, and/or staff participate, whether on an academic, co- or extra-curricular basis, are planned in a way to mitigate foreseeable health and safety risks. Therefore, in addition to study abroad, the ITG address trips abroad organized by organizations through Student Affairs and Student Athletics (volunteer opportunities, athletic competitions, etc.), and applicable independent travel (e.g. for internships, research, conferences, etc). They also outline requirements for CUNY faculty and staff traveling with and without students and other international trips organized under CUNY auspices.

**Non-Compliance.** Violations of the ITG may result in disciplinary action pursuant to [Article XV of the CUNY Board of Trustee Bylaws, if applicable](#), or applicable collective bargaining agreements. If a trip coordinated by a [student organization](#) is found in violation of the ITG, the organization and its officers may also be subject to disciplinary action pursuant to Article XV.

While the ITG cover many different areas, they may not provide clear guidance for every specific case. If you are uncertain which requirements apply to a trip you are planning after consulting with your Study Abroad Office or International Education Liaison, contact [global@cuny.edu](mailto:global@cuny.edu).

The ITG will be periodically updated; users should refer to the online version for the most current standards. Questions on interpretation and suggestions should be submitted to: [global@cuny.edu](mailto:global@cuny.edu).

The ITG do not cover issues relating to the administration of student tuition and fees for international trips and programs. These issues are addressed in the [CUNY Tuition and Fee Manual \(Part III – Tuition, Section G – Guidelines Governing International Programs\)](#).

### B. Core Concepts and Principles

#### 1. What trips do the ITG address?

The ITG cover group and individual travel that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and **meets at least one of the below criteria:**

##### a. [CUNY Trips](#)

- 1) The travel is organized by a University or college unit, office, department, or division, or by a recognized [student organization](#), or otherwise carried out by a CUNY faculty member or administrator in the course of his or her duties to CUNY; or
- 2) The travel is funded by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a [college association](#)/student services corporation; and

**b. [Independent Trips](#)**

- 1) The travel is organized or entered into independently by a CUNY student and has a direct connection to her or his program of study (e.g. internship, research, conference presentation, or non-CUNY study abroad program), or
- 2) The travel is organized or entered into independently by a CUNY faculty member or administrator and has a direct connection to his or her teaching, research and/or administrative activities at CUNY.

All travel under the ITG takes place abroad (including Puerto Rico and other U.S. territories and protectorates); for domestic travel, consult the [Domestic Travel Guidelines](#).

**2. Who is covered by the ITG?**

The ITG cover:

- a. [CUNY undergraduate and/or graduate students](#), whether or not degree-seeking and/or matriculated. An individual participating in an international trip through a Continuing Education program is considered a CUNY student for the duration of the trip and is therefore subject to these Guidelines. The requirements for students vary depending on whether the trip is a [CUNY Trip](#) or an [Independent Trip](#).
- b. [CUNY faculty and staff](#), as long as their travel has a connection to their employment at CUNY. However, the requirements vary according to whether they are traveling with students and whether the trip is a [CUNY Trip](#) or an [Independent Trip](#). Faculty and staff traveling without students but in a group organized under CUNY auspices are on a CUNY Trip and are required to follow the same requirements as employees traveling with students.
- c. Individuals not otherwise covered by a. or b. above whose affiliation with CUNY is limited to their participation in a CUNY Trip are also considered "CUNY students" for the duration of the trip and are subject to these Guidelines.

**3. Types of trips covered by the ITG**

- a. [CUNY Trips](#), i.e. individual and group trips that meet the criteria in I.B.1. a. and/or b. above, including trips organized, sponsored and/or funded by CUNY, a college, or a recognized [student organization](#), and involving students, faculty, and/or staff. Groups trips must be approved by the College [Responsible Executive Officer](#) (REO) and have a designated [Campus Director](#) and (if applicable) [Field Director](#).

Examples of individual and group trips covered by the ITG include:

- Study abroad (trips on [affiliated](#), [exchange](#) and [faculty-led](#) programs)
- Athletic team travel
- Trips and activities of recognized student organizations and clubs
- Course-related field trips
- Faculty-organized trips not directly related to a particular course
- Group research projects and activities
- Group volunteer experiences and service trips

**Special note about student organization trips:** Student organization trips are proposed and planned by a student organization in coordination with a [Campus Director](#). However, unlike most CUNY Trips, it is primarily the responsibility of the student organization officers to investigate the organization providing trip services. The Campus Director is responsible for ensuring that student organization trips adhere to the ITG in terms of appropriate destinations, travel insurance, risk management reporting and other standards, but CUNY cannot offer the same level of scrutiny for travel through student organizations that it does for CUNY Trips organized by CUNY staff and faculty. Therefore:

- Students should approach offers to organize a group trip with caution, especially if they offer **clinical or other professional experience that would not be possible in the U.S.** Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants' ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ safety procedures (e.g. infection control) in that setting.
- Student organization officers must accept a higher degree of responsibility for scrutinizing the quality of the trip's organization and safety standards.
- When a trip includes opportunities to gain clinical experience, student organization officers should use the standards outlined in the [Global Ambassadors for Patient Safety \(GAPS\) Workshop](#) offered by the University of Minnesota to assess the advisability of the trip.
- Participants and where applicable their families should do their own research to determine if the trip's safety standards are consistent with their expectations.
- Participants in trips with opportunities to gain clinical experience should be required to complete the online GAPS Workshop before departure.
- Student organization officers should **avoid conflicts of interest in recruiting trip participants** and **may not accept free or discounted** travel in exchange for meeting a recruitment quota.

**Fundraising vehicles** for student organization trips, including **crowdfunding sites**, must not mention CUNY or the College without explicit permission from the College REO and must comply with CUNY's [Fiscal Accountability Handbook](#). These funds must be deposited with and administered by the [college association](#).

- b. **Independent Trips** are trips undertaken by a CUNY student, faculty or staff member that meet the criteria in 1.B.1 above, but are outside of the parameters of a [CUNY Trip](#). Students on Independent Trips with a direct connection to their program of study (research, internships, conference and credit-bearing opportunities abroad) and without the funding associated with a CUNY Trip and faculty and staff whose Independent Trips directly relate to their teaching, research and/or administrative duties are subject to these International Travel Guidelines. (Research, internships, and conference travel sponsored by CUNY or a CUNY college or student organization are CUNY Trips).

Students on Independent Trips subject to the ITG must follow [these requirements](#).

Faculty and staff on Independent Trips subject to the ITG must follow these [requirements and recommendations](#). Faculty and staff travel with at least one student is automatically a CUNY Trip.

#### 4. International Trips Not Covered by the ITG

The ITG do not apply to students, staff or faculty who travel internationally primarily to participate in activities that are unrelated to CUNY (e.g. vacation, family visits). Note that a relationship to CUNY may exist outside of credit-bearing activities (see [What Trips do the ITG Address?](#)).

## II. Student Requirements and Responsibilities

### A. Students on CUNY Trips

#### 1. Before Departure

Before departure, all participants must participate in all mandatory orientation events, submit all required paperwork, and, if not purchased on their behalf by the office coordinating the trip, purchase the appropriate CUNY CISI insurance policy for the full duration of their program abroad.

Exemptions from the CUNY CISI insurance policy requirement may only be granted for participants in exchange programs and affiliated programs that offer insurance policies that meet the [substantial equivalence](#) standard. The [Campus Director](#) of the program is responsible for evaluating alternate policies for substantial equivalence and for verifying enrollment of all participants before departure in whichever policy is deemed appropriate.

#### 2. While Abroad

##### a. Behavioral standards

##### 1) General expectations

Participants are representatives of their colleges and of the University, New York City, New York State, and the United States whenever they participate in a CUNY Trip. As such, students are expected to conduct themselves appropriately at all times, from departure to return. Students are expected to comply with applicable University policies, procedures, rules and regulations, as well as local laws and customs. Violations may subject participants to disciplinary action pursuant to applicable University disciplinary processes, if any, including [Article XV](#) of the CUNY Board of Trustees Bylaws. If a trip coordinated by a [student organization](#) is found in violation, it and its officers may also be subject to disciplinary action pursuant to Article XV or other applicable procedures.

##### 2) All CUNY Trips must conform to the [CUNY Drug and Alcohol Policy](#)

Violation of local laws and/or the [CUNY Drug and Alcohol Policy](#) may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus. This means that the purchase and consumption of alcohol by anyone under the age of 21 while participating in official CUNY Trip activities is prohibited, even if local laws and customs permit such activities by younger individuals. Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country.

##### 3) Sexual Misconduct

The University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment. As explained in CUNY's Policy on Sexual Misconduct, the University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, the University does not tolerate sexual misconduct, including sexual harassment or sexual assault, committed by trip participants (students, faculty, or staff), whether at the home campus or while abroad.

All trip participants must review [Understanding Title IX Guidelines While Abroad: A Student Guide](#), which is distributed during orientation. If a student is a victim of sexual misconduct during a CUNY Trip, the student is entitled to support from trip staff on site. After the student returns to their home campus, the college will ensure that these supportive measures will continue. While abroad, students have the right to advice from local consular personnel with knowledge of the local criminal justice system. If a CUNY

faculty or staff member is not on-site, the student should reach out to their home campus' Title IX Coordinator, Public Safety Officer, or the Chief Student Affairs Officer. These individuals are tasked with making sure that the appropriate offices at the college are informed of an incident of alleged sexual misconduct and will coordinate to ensure a timely and appropriate response.

As described in [Understanding Title IX Guidelines While Abroad: A Student Guide](#), CUNY will use its best efforts to handle allegations of sexual misconduct on an international trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during international travel during the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the individuals involved.

A CUNY Trip participant who experiences or observes sexual misconduct while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug and Alcohol Use Amnesty Policy.

#### 4) High-Risk Activities/Driving

Participants are prohibited from engaging in high-risk activities that do not relate to their educational program, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time. If in doubt about whether a specific activity would qualify as a prohibited "high-risk" activity, consult with the Field Director. Coverage under CISI insurance for injuries or death sustained during high-risk activities is not guaranteed, and coverage of injuries sustained under the following conditions is explicitly excluded:

- "War or any act of war, whether declared or not"
- "While riding as a pilot, student pilot, operator, or crew member, in or on, boarding or alighting from, any type of aircraft"
- "While taking part in mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle, or motorcycle; parasailing"
- "While participating in professional athletics." (*CISI CUNY Plan Description of Coverage*)

Operating a motor vehicle abroad is prohibited; students who decide to operate a motor vehicle against CUNY policy do so at their own risk, and their coverage under CISI insurance cannot be guaranteed. Faculty and staff are also prohibited from driving motor vehicles while abroad with students. Transportation in private motor vehicles must be carried out by locally licensed drivers engaged by a reputable company.

#### b. Disciplinary procedures

CUNY Trip participants are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

All trip participants are required to (a) comply with the standards set forth in the [Henderson Rules of Public Order](#); (b) comply with United States laws and the laws of New York State and New York City (c) comply with the laws of the country abroad and the rules and regulations of the host institution; (d) assume responsibility for their own actions; (e) refrain from violating CUNY policies; and (f) adhere to the standards of the trip, understanding that the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in New York.



Due to the circumstances of activities abroad, the Field Director may, in consultation with College administrators, dismiss a student from the trip at the student's own expense or take other remedial actions to address the behavior abroad, without credit or refund of any monies paid, for a documented violation of University or trip rules.

Depending on the violation, the student may also be subject to disciplinary action pursuant to applicable University disciplinary processes, if any, including Article XV of the CUNY Board of Trustees Bylaws upon return to campus, and possible sanctions may include suspension or expulsion from the home College and The City University of New York.

### 3. Student responsibility for pre- and post-CUNY Trip travel

CUNY is not responsible for travel undertaken by the student before or after CUNY Trip dates. Students are strongly encouraged to extend their travel insurance to ensure coverage for the full duration of their scheduled travel, and to maintain a current itinerary with the [Smart Traveler Enrollment Program \(STEP\)](#). Students should also directly register independent pre- and post-CUNY Trip travel in CUNY's online travel registration system (CUNY-GO). Directions and links for undergraduate and graduate independent CUNY-GO registration are [here](#).

## B. CUNY Students on Independent Trips

CUNY students may enroll in non-CUNY programs, and may make independent plans to enhance their educational experience. When travel abroad has direct connection to a student's program of study but is not funded or organized by CUNY, a CUNY college or student organization, it is the **student's responsibility** to follow the recommendations and requirements below. Travel primarily for leisure purposes or to visit family or friends, even if tangentially connected to a student's program of study, is not covered by these provisions. For example, a student studying Mandarin who travels to Beijing for vacation is not subject to CUNY's requirements for Independent Trips.

### Requirements:

1. Register online with CUNY-GO (registration portals for independent undergraduate and graduate students are [here](#)).
2. Travel Warnings. If the destination is under a Department of State level 3/"reconsider travel" or 4/"do not travel" Travel Advisory (for part of the country or as a whole) and the student intends to earn academic credit during the trip and/or the trip is funded by CUNY, its colleges or student organization, submit the [International Travel Warning Waiver Petition Form](#) before making financial or other commitments to participate. It is the student's responsibility to monitor both sources for travel warnings, both when preparing the [Independent Travel Notification, Waiver and Emergency Contact Form](#) and after its submission.
3. If the Department of State issues a level 3 or 4 Travel Advisory or the CDC issues a level 3 Travel Notice for the destination after this form has been submitted and before departure, the student must immediately suspend travel planning and submit the [International Travel Warning Waiver Petition Form](#). Students planning Independent Trips should [subscribe to the State Department's country update service](#) before departure in addition to registering through STEP for the duration of travel. Students planning participation in non-CUNY academic programs must **coordinate well in advance** with their home campus Study Abroad Office or International Education Liaison. Students who participate in study abroad programs that are not pre-approved risk not receiving academic credit.

### Recommendations:

1. Procure CUNY's travel insurance for the full duration of travel abroad. If the program requires a different plan, it is still strongly recommended that the student obtain the CUNY CISI travel insurance as well, since its coverage is typically more comprehensive. If your program offers coverage that is [substantially equivalent](#) except for security evacuation, you may purchase a security evacuation-only policy to supplement your coverage. Students who opt not to purchase the full CUNY CISI policy accept full responsibility for any gaps in coverage.

2. Register with the Smart Traveler [STEP program](#). (U.S. citizens and nationals only; anyone may subscribe to [country-based safety updates](#))

Review of an Independent Trip by the REO is only required if travel is to a destination with a [Travel Warning](#) requiring the [International Travel Warning Waiver Petition Form](#).

**Table A: Overview of Key Trip Requirements**

	ITG applies to	CUNY CISI Insurance plan required	Risk Management reporting required	Pre-Departure Orientation required	Travel Warning Waiver Petition required if applicable
<b>Affiliated</b>	Yes	Yes, unless meets <a href="#">substantial equivalence</a> requirement	Yes (by Study Abroad Office/IE Liaison)	Yes	yes
<b>Exchange</b>	Yes	Yes, unless meets <a href="#">substantial equivalence</a> requirement	Yes (by Study Abroad Office/IE Liaison)	Yes	yes
<b>Faculty-led</b>	Yes	Yes	Yes (by Study Abroad Office/IE Liaison). If trip organized directly by another office, it is responsible for all requirements.	Yes	yes
<b>Independent student trip (research, internships, conference or credit-bearing non-CUNY trip without CUNY, college or student organization funding)</b>	Yes	No (strongly recommended)	Yes (self-registration through CUNY-GO)	No (strongly recommended, student may attend orientation for CUNY programs)	If credit-bearing, yes
<a href="#">Student organization trip</a>	Yes	Yes	Yes (by Student Affairs)	Yes	yes
<b>Faculty/staff trip with student(s) or on a trip</b>	Yes	Yes	Yes (if not a faculty-led)	Yes	yes

	ITG applies to	CUNY CISI Insurance plan required	Risk Management reporting required	Pre-Departure Orientation required	Travel Warning Waiver Petition required if applicable
<b>organized under CUNY/college auspices</b>			program, self-registration through CUNY-GO)		
<b>Faculty/staff trip w/o students (organized and/or funded by CUNY/college or involves officially representing CUNY)</b>	Yes	Yes	Yes (by office coordinating trip or through CUNY-GO)	No	Yes
<b>Faculty/staff trip w/o students (direct connection to duties but not organized or funded by CUNY/college and does not otherwise involve officially representing CUNY)</b>	Yes	No (recommended)	No (recommended, self-registration through CUNY-GO)	No	No
<b>Non-CUNY participants on CUNY Trips</b>	Yes	Yes	Yes (by office coordinating trip)	Yes (may be virtual and/or in conjunction with student's home institution)	n/a (filed by Campus Director)

**III. Requirements and Responsibilities of Traveling Faculty/Staff**

**A. Faculty/Staff Traveling Abroad With Students**

CUNY faculty and staff traveling abroad with students are always deemed to be on CUNY Trips and are subject to the same travel insurance and risk management reporting requirements as students. Unless an exception is made in writing by the REO, dependents may not accompany CUNY employees traveling abroad with students. Exceptions will be made only if the REO is confident that dependents' presence will not interfere with the employee's ability to prioritize student needs under all circumstances. Faculty and staff are also prohibited from driving motor vehicles while abroad with students. All program motor vehicle travel must be in a vehicle driven by a professional driver licensed in the country of travel. Other requirements and responsibilities for faculty/staff planning travel with students are addressed in the trip proposal process.

CUNY faculty and staff traveling abroad with students must receive training from the campus Title IX Coordinator (or his/her designee) and/or the Campus Director (or his/her designee) regarding CUNY's Sexual Misconduct Policy and the [Title IX Compliance Guidelines for CUNY Employees: Traveling Abroad With Students](#).

CUNY faculty and staff traveling abroad with students are "Responsible Employees" pursuant to CUNY's Sexual Misconduct Policy. Therefore, they are required to report to the Title IX Coordinator (when possible through the Campus Director) any incident of alleged sexual misconduct of which they become aware while traveling abroad.

CUNY faculty and staff traveling abroad with students have a professional responsibility for those students. Therefore, pursuant to CUNY's Sexual Misconduct Policy, faculty and staff traveling abroad with students are not permitted to engage in intimate relationships with those students.

CUNY faculty and staff traveling abroad with students are required to be familiar with [CUNY's Alcohol and Drug Use Amnesty Policy](#).

## **B. Faculty/Staff Traveling Abroad Without Students**

1. **CUNY Trips.** Faculty/staff traveling abroad without students for CUNY-related purposes (e.g. conferences, research) are also required to enroll in the CUNY travel insurance plan and to register with CUNY-GO if the trip:
  - is organized by a CUNY or college unit, office, department, or division, or
  - will involve representing the College or the University, or
  - is funded by monies controlled by the University, a college, or a University/college-related entity including the Research Foundation.
2. **Independent Trips.** Faculty/staff whose travel does not meet the CUNY Trip criteria and whose travel abroad is directly connected to their employment (e.g. an unfunded research sabbatical) may also enroll in the CUNY CISI travel insurance policy and participate in CUNY-GO reporting on a voluntary basis, and are encouraged to do so. Details on enrollment are available [here](#).

Faculty/staff planning travel without students must consult the [State Department Travel Advisories](#) and [CDC Travel Notices](#), and consult with their department or unit head before finalizing travel plans if a [Travel Warning](#) from the State Department or a Level 3 CDC notice is in place. The department or unit head has the discretion to recommend to the REO that college or University funding be suspended if security or health conditions warrant, although this should be a more exceptional measure in cases where students are not involved. If a returning faculty or staff member may be exposed to pathogens abroad that could impact the campus, the department or unit head shall work with the faculty/staff member and Public Safety to ensure appropriate precautionary measures.

Faculty and staff traveling abroad without students who experience sexual misconduct on the trip are encouraged to contact the Title IX Coordinator.

Faculty/staff traveling without students may bring dependents; if the trip is connected to the faculty/staff member's CUNY employment, their dependents are also eligible for CUNY's CISI travel insurance plan. Please note that dependents cannot be enrolled online and must be enrolled through the campus Study Abroad Office/International Education Liaison.

## **IV. Oversight of CUNY Trips**

### **A. Executive Oversight of CUNY Trips**

Every CUNY Trip with students must be approved by a [Responsible Executive Officer](#) (REO). In most cases, the REO is the Chief Academic Officer (CAO); however, programs at the senior colleges designed for graduate students may be approved by either the CAO or the Dean of the School in which the faculty leading the program teaches.

The following chart specifies the REOs for student trips abroad at each institution:

Table B: Responsible Executive Officers	
Community Colleges	Chief Academic Officer
Senior and Comprehensive Colleges / Macaulay Honors College	Chief Academic Officer (for undergraduate programs) CAO or Dean of the School in which the faculty leading the program teaches (for graduate programs)  **Programs offering both undergraduate and graduate credit must be approved by the Chief Academic Officer.
Graduate Center	Vice President for Student Affairs (for individual or group student trips)  Provost (for faculty traveling without students)
School of Journalism	Associate Dean
School of Labor and Urban Studies	Associate Dean, Academic Affairs
School of Law	Senior Associate Dean for Academic Affairs
School of Professional Studies	Associate Dean of Enrollment Management and Student Services (for individual or group student trips)  Senior Associate Dean of Academic Affairs (for faculty traveling without students)
School of Public Health	Associate Dean for Academic Affairs

Throughout these Guidelines, the Responsible Executive Officer (REO) refers to the position indicated in the above table. The REO will typically delegate operational oversight and routine administration of travel abroad to staff or faculty qualified to make recommendations on international travel to the REO (typically the head of the Study Abroad Office/International Education Liaison). Final authority and responsibility rests with the REO.

Oversight of CUNY Trips involves the following:

1. The REO must approve all proposals for CUNY Trips before any financial or other commitments are made.

2. The REO must ensure that all CUNY Trips conform to ITG requirements, ideally by requiring all students, staff and faculty coordinating trips to work through the Study Abroad Office/International Education Liaison, which is best equipped to ensure compliance with current requirements.
3. The REO must require that the Campus Director and Title IX Coordinator or their designees conduct training on CUNY's Sexual Misconduct Policy and its application abroad for all participants on CUNY Trips that include at least one student. This training may occur during the required orientation for both students and faculty and staff.
4. The REO must ensure that College protocols are established to effectively manage situations that:
  - a. may affect CUNY students in the future (e.g., to review petitions to travel to a location under a travel warning; new travel warnings that may affect existing programs); or
  - b. represent a current threat to one or more CUNY students (a travel warning announced while a trip is running); or
  - c. may require retrospective evaluation in order to improve travel safety planning and protocols for future trips (incident report review).

As part of this protocol, an [International Risk Management Team](#) shall be formed to make recommendations on International Travel Warning Waiver Petitions, to review trips with one or more site(s) subject to a [travel warning](#), to handle emergencies related to participants and/or trips abroad, and to perform retrospective evaluation of management of emergencies abroad. Recommended members include representatives from the following offices:

- College Public Safety Officer
- College Director of Study Abroad or College International Education Liaison
- College Vice President of Administration
- College Chief Student Affairs Officer
- Director of College Public Relations
- College Legal Representative or Counsel to the President

Whenever possible, the REO should consult relevant members of the team or the full team, based on the situation. In urgent situations, the REO may need to make a decision before full consultation can take place; in these events, the team should be informed.

The College International Risk Management Team must notify [global@cuny.edu](mailto:global@cuny.edu) if a meeting will be convened to address a Travel Warning Waiver Petition or if a Travel Warning affects a trip that is planned or in progress. If Central Office does not send a representative, an update on the team's decision should be provided to [global@cuny.edu](mailto:global@cuny.edu).

## **B. Operational Oversight**

In most cases, CUNY Trips for academic credit or under academic auspices are organized by the Study Abroad Office or [International Education Liaison](#), which designates a [Campus Director](#).

If an international trip is organized by another entity such as an academic department or Student Affairs ([student organization](#) or sports team), that entity is responsible for designating a [Campus Director](#). Student organizations planning travel must work through their regular liaison in the College Student Affairs office. Since the campus Study Abroad Office/International Education Liaison is the most familiar with current requirements, it is strongly recommended that they be consulted to ensure compliance with current CUNY policy when another office is overseeing the trip.

International trips involving students and a faculty or staff member are coordinated by the Campus and Field Directors. The [Field Director](#) must be a full-time faculty member or administrator in the College department that is organizing the trip, unless otherwise approved by the campus REO. [Affiliated programs](#) and [exchange programs](#) generally do not have CUNY faculty or staff on site. Selection of CUNY-Affiliated Program providers and exchange partners should be based in part on effective access to an on-site contact.

## 1. Planning Responsibilities of Campus Directors

- a. Registration and Financial Management. In addition to managing academic registration including EPermits, the Campus Director must manage all trip fees and work with the College purchasing office to arrange for payments for selection, contracting and to vendors as needed, pursuant to University procurement and contracting policies. Trip fees must never be collected by the Field Director, and the Campus Director must ensure that there are no financial conflicts of interest between a vendor and a Field Director. If the Campus Director also serves as Field Director, he or she must notify the REO of this functional overlap, and the REO may appoint someone to review program finances.

Trip financial management includes budgeting to ensure that Field Directors and any other CUNY employees abroad with responsibility for student safety will be reimbursed for appropriate expenses (such as flight, meals, lodging, excursions with students). If CUNY employees' expenses are covered in part or in full through a discount or waiver received from an affiliated provider in exchange for meeting an enrollment target, the Campus Director must make it clear in the budget how the discount or waiver is used in the calculation of total program costs and the program fee charged to students.

- b. Insurance coverage. Depending on the type of trip, the Campus Director must either procure the required insurance for all travelers or verify that all travelers have the appropriate insurance coverage. If an affiliated or exchange program has its own insurance requirement, the Campus Director must review it for [substantial equivalence](#) before approving it as an acceptable substitute, either alone or in conjunction with a CUNY CISI security evacuation policy.
- c. Communication Tree and Emergency Protocol. The Campus Director shall keep the College Office of Public Safety supplied with a protocol for emergencies abroad and a [communication tree](#) of individuals, including the Campus Director, who can be reached 24/7 in case of emergency.
- d. Logistical Arrangements. When a trip does not have a Field Director (typically in the case of an exchange or affiliated program), the Campus Director must work with the exchange partner or program provider to ensure that the standards of the CUNY International Travel Guidelines have been adequately addressed. For faculty-led programs, see [Planning Responsibilities of Field Directors](#).
- e. Notice to Exchange Partner or Program Provider. The Campus Director is responsible for notifying the Exchange Partner or Program Provider of CUNY's obligations under Title IX and CUNY's Sexual Misconduct Policy. The Campus Director is responsible for advising the Exchange Partner or Program Provider to notify the Campus Director immediately of any alleged incident of sexual misconduct or any other incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.
- f. Orientation. The Campus Director is responsible for ensuring that all student and employee participants on CUNY Trips receive orientation as set forth in Section VI(A). The orientation must include information on CUNY's Sexual Misconduct Policy.
- g. Collaborate with Student Organization Officers Planning Trips. Student organizations may not travel abroad without a Field Director, unless this requirement is waived by the Campus REO. Student organization officers must work closely with the College Office of Student Affairs, which will designate a Campus Director, as well as the [College Association](#). Approval of student organization trips is contingent on student organization officers' active collaboration with the Campus Director, who is responsible for ensuring that the trip meets all ITG requirements.

Student organization officers must research the trip, including any third-party providers providing trip support, and submit all required forms and data to the designated Campus Director in the College Student Affairs Office. The Campus Director must review all forms for



completeness before submission. If the trip will be funded through student activity fees or otherwise sponsored by the [College Association](#), Association board approval will be required and consequently the Association should be copied on all forms and data provided to the Campus Director.

The Campus Director must verify that CUNY-GO reporting submitted by a student organization officer is correct and complete and submit it to [global@cuny.edu](mailto:global@cuny.edu), and assist the student organization officer to procure the required CUNY CISI travel insurance plan for all trip participants. **Important: CUNY-GO reporting includes verification of appropriate insurance coverage of all trip participants, and the Campus Director must directly verify enrollment of all participants in the CUNY CISI plan. Alternate plans are not acceptable for student organization trips (see [substantial equivalence](#)).**

Fundraising by student organizations for the purpose of travel abroad must be undertaken in coordination with the Campus Director and the Chair of the college association, who will ensure its compliance with the [CUNY Fiscal Accountability Handbook](#). This also applies to fundraising through online crowdfunding sites. No group or individual may display the CUNY or College logo or otherwise imply that a program is organized by the College or CUNY without written permission from the [Responsible Executive Officer](#).

## 2. Planning Responsibilities of Field Directors

When a trip will be led on-site by a Field Director, responsibility for logistical arrangements (reservations for accommodations, transportation, etc.) will vary from college to college and from trip to trip. For trips running for the first time, the exact division of labor between the Campus and Field Directors should be clearly defined in the early planning stages, as the trip proposal is developed.

Responsibility for research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants may be more appropriately assigned to the Field Director if direct knowledge of the site is likely to lead to more appropriate choices in terms of safety, appropriateness and cost-effectiveness.

## V. CUNY Trip Approval

Approval of CUNY Trips requires submission of the [CUNY International Group Trip Proposal Form](#) to the REO and to [global@cuny.edu](mailto:global@cuny.edu). Trip proposals must be submitted for all faculty-led trips, [student organization](#) trips, and CUNY Trips that are not run as affiliated and exchange programs. (Affiliated and exchange programs are approved via agreements authorized by the CUNY Board of Trustees).

	Trip Proposal	Agreement approved by Board of Trustees
Affiliated	No	Yes
Exchange	No	Yes
Faculty-led	Yes	No
Hybrid (faculty-led/affiliated)	Yes	Yes



Trip proposals include two parts: (1) a narrative proposal submitted to the college that addresses the academic purpose and content of the program, and (2) the [CUNY International Group Trip Proposal Form](#), which covers logistical, health and safety planning. The exact requirements for the narrative proposal are at the discretion of the colleges.

The following outlines the criteria and standards for proposal evaluation and trip planning.

Proposals for trips that have run anytime in the past three years can submit a copy of the most recently approved proposal, with an updated itinerary and notes on any material changes (different accommodations, transportation, etc.) attached.

- A. **Purpose.** CUNY Trips must be consistent with the University mission.
- B. **REO Approval.** To ensure that CUNY Trips are consistent with the University's mission and that student safety issues have been addressed, **each trip must be approved in advance by the campus Responsible Executive Officer (REO)**. The Campus Director must submit the [CUNY International Group Trip Proposal Form](#) to [global@cuny.edu](mailto:global@cuny.edu) and the College International Education Liaison no less than six (6) months before the proposed trip unless the program has run in the last three (3) years in which case the [CUNY International Group Trip Proposal Form](#) must be submitted no less than two (2) months before the proposed trip; the authorizing REO may provide exceptions to the deadline at his or her discretion.
- C. **Trip Planning.** The CUNY International Travel Guidelines must be reviewed and observed as transportation, accommodation, risk management and other logistical arrangements are made.
- D. **Risk Management Plan.** The Campus Director and (when applicable) Field Director must examine the relevant [Department of State travel advisories](#) and [CDC travel notices](#), and make appropriate plans to mitigate identified risks and to deal with the most likely emergency situations.
- E. **Travel Warnings.** Under CUNY's International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see [differentiated advisory](#)) or a CDC level 3 Travel Notice. Travel to locations under a travel warning is not allowed; however, some travelers are eligible to apply for a waiver, depending on the type of warning and type(s) of traveler(s) (see [table D](#)).

Until January 10, 2018, the U.S. Department of State issued “travel warnings” for countries with longstanding safety issues, and “travel alerts” for short-term problems. Most countries did not have a warning. In most cases, travel warnings applied to an entire country, although a few warnings applied only to a few regions or cities within the country.

The U.S. Department of State travel advisory system published on 1/10/2018 replaced this system with a 4-level advisory system that is applied to all countries.

**However, countries assigned to levels 1-3 may include language indicating that parts of the country are in a higher category.** These are *differentiated advisories*. Differentiated advisories are recognizable from the initial text in the advisory. See Table D for guidance.

Now that “travel warning” no longer has a specific meaning within the Department of State's system for advising U.S. travelers, the International Travel Guidelines uses “travel warning” to refer to any Department of State advisory or Centers for Disease Control notice that leads to a prohibition on travel under CUNY auspices. A waiver petition is available in some instances (see below).

Tables D1/D2: Travel Warnings and CUNY Trips

Table D1: Department of State Travel Advisories				CUNY Travel Warning Waiver Petition: Requirements and Eligibility	
Numeric advisory	Text advisory	Advisory details (text in yellow box)	Differentiated advisory levels (additional text)	Undergraduates	Graduate Students/Faculty/Staff
1	Exercise normal precautions in COUNTRY.	None	None	No	No
1	Exercise normal precautions in COUNTRY.	Some areas have increased risk.  Read the entire Travel Advisory.	Exercise increased caution...	No	No
1	Exercise normal precautions in COUNTRY.	Some areas have increased risk.  Read the entire Travel Advisory.	Reconsider travel...	Yes, if plans include specified destination and/or activities.	Yes, if plans include specified destination and/or activities.
1	Exercise normal precautions in COUNTRY.	Some areas have increased risk.  Read the entire Travel Advisory.	Do not travel to:	Travel not allowed; not eligible for waiver petition.	Yes, if plans include specified destination and/or activities.
2	Exercise increased caution in COUNTRY due to SPECIFICS.	None	None	No	No
2	Exercise increased caution in COUNTRY due to SPECIFICS.	Some areas have increased risk.  Read the entire Travel Advisory.	Reconsider travel	Yes, if plans include specified destination and/or activities.	Yes, if plans include specified destination and/or activities.
2	Exercise increased caution in COUNTRY due to SPECIFICS.	Some areas have increased risk.  Read the entire Travel Advisory.	Do not travel to:	Travel not allowed; not eligible for waiver petition.	Yes, if plans include specified destination and/or activities.

Tables D1/D2: Travel Warnings and CUNY Trips

Table D1: Department of State Travel Advisories				CUNY Travel Warning Waiver Petition: Requirements and Eligibility	
Numeric advisory	Text advisory	Advisory details (text in yellow box)	Differentiated advisory levels (additional text)	Undergraduates	Graduate Students/Faculty/Staff
3	Reconsider travel to COUNTRY due to SPECIFICS.	None	None	Yes, if plans include specified destination.	Yes, if plans include specified destination and/or activities.
3	Reconsider travel to COUNTRY due to SPECIFICS.	Some areas have increased risk.  Read the entire Travel Advisory.	Do not travel to:	Travel not allowed; not eligible for waiver petition.	Yes, if plans include specified destination and/or activities.
4	Do not travel			Travel not allowed; not eligible for waiver petition.	Yes, if plans include specified destination and/or activities.

Table D2: CDC Travel Health Notices			CUNY Travel Warning Waiver Petition Required?	
Numeric level	Text level	Recommendation	Undergraduates	Grad students/faculty
1	Watch	Practice usual precautions	No	No
2	Alert	Practice enhanced precautions	No	No
3	Warning	Avoid nonessential travel	Travel not allowed; not eligible for waiver petition	Yes; all petitions must be approved by the REO and the Chancellor.

**Example A:** A faculty member is planning to travel to Mexico with a group of graduate students. The itinerary includes travel in Sinaloa state, which the Mexico travel advisory includes in a “do not travel” list. Although the overall [Mexico travel advisory](#) rating is level 2, this location triggers the Travel Advisory Waiver Petition requirement.

**Example B:** An undergraduate student organization is planning a non-credit service trip to Peru. Although the [overall travel advisory rating for Peru](#) is level 1, the proposed itinerary indicates that students will arrive in Lima and travel by road to Huanta City and Cusco. Since the advisory indicates that travelers should reconsider (level 3) nighttime travel outside cities and provides a detailed list of locations under a “do not travel” (level 4) advisory, if the [CUNY International Group Trip Proposal Form](#) does not provide sufficient

detail on these points, the College or Central Office may require the [Travel Warning Waiver Petition Form](#) before finalizing review of the [CUNY International Group Trip Proposal Form](#).

A petition to waive the prohibition on CUNY Trips in destinations for which the U.S. Department of State has issued a level 3 (“reconsider travel” or 4 (“do not travel”) Travel Advisory (either the entire country or part of it) may be considered in exceptional circumstances and can be requested through the process described below.

1. If all participants are eligible for a waiver (see Table D), the [Travel Warning Waiver Petition Form](#) must be submitted with the [CUNY International Group Trip Proposal Form](#). CUNY and CUNY-Affiliated travel must not take place unless the [Travel Warning Waiver Petition Form](#) has been approved.

**Although Department of State Travel Advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, and due in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors as well as independent travelers must carefully monitor the news for developments in trip destination countries during the planning and execution phases of a trip.**

2. Level 3 CDC. **No CUNY Trips are permitted to countries with any CDC Level 3 Travel Notice.** Faculty and graduate students may use the waiver petition process under very exceptional circumstances, and these petitions must be forwarded to the Chancellor for final approval.

Even when the CDC has not issued a travel warning, alert or notice for a destination, [its recommendations for travelers to specific destinations](#) should still be used as a basis for pre-departure requirements and recommendations for trip participants. The CDC website’s options for tailoring recommendations to traveler type and purpose of travel should be used to ensure that appropriate guidelines are used. In particular, trips involving clinical work should focus on the CDC recommendations for clinicians.

If you are not certain whether a trip you are planning must submit a [CUNY Travel Warning Waiver Petition Form](#) with the [CUNY International Group Trip Proposal Form](#), please contact [global@cuny.edu](mailto:global@cuny.edu) with a detailed list of the trip’s destinations.

- F. **High-Risk Activities.** Generally, these are prohibited; if in doubt about whether a specific activity would qualify as high-risk, or whether it is prohibited, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.
- G. **Defined Leadership.** The [CUNY International Group Trip Proposal Form](#) requires identification of a Campus Director and (if applicable) a Field Director. This/these individual(s) are responsible for development and implementation of the trip.
- H. **Field Directors.** It is recommended that for faculty- or staff-led CUNY Trips, at least one (1) faculty or staff member for everyone to twenty (1-20) students over the age of 18 and one (1) faculty or staff member for every one to five (1-5) students under the age of 18 accompany the group. Travel to more challenging locations may warrant a lower faculty/staff-student ratio.
- I. **Conflicts of Interest.** Financial administration of the trip should be managed by the study abroad office. Field Directors should not collect any tuition or program fees. There should be no financial or other conflicts of interest between the Field Director or any other CUNY employee and any trip vendors. The Campus Director should have sole responsibility for requesting payments to vendors (in compliance with CUNY rules on contracts and purchasing). See [Planning Responsibilities of Campus Directors/Registration and Financial Management](#) for further details on avoiding conflicts of interest.

- J. Friends and Family. Friends and family of faculty, staff and students are not eligible to participate in CUNY Trips, except with the prior written permission of the Responsible Executive Officer (REO). Any friends or family traveling on CUNY Trips must be enrolled in the CISI travel insurance policy and must comply with any other requirements, including, but not limited to, signing the appropriate international waiver form. Insurance enrollment for friends and family must be applied for through a separate process managed by the study abroad office/international education liaison of the college sponsoring the trip or (for individual travel) of the traveler's home college. Accompanying friends and family must be included in CUNY-GO reporting.

## VI. Pre-Departure Requirements for Approved CUNY Trips

### A. Pre-Departure Orientation

A mandatory orientation must be scheduled with all participants. The content should prepare participants for cultural adjustments and logistical issues related to traveling internationally and for the specific destination(s) (see [Orientation Checklist](#)). Key information regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details should be provided as handouts and electronically (e.g. email or Blackboard) so that participants have direct access to essential trip information. Participation in each pre-departure orientation must be documented using a sign-in sheet. Orientations are typically run by the Study Abroad Office or International Education Liaison. However, students participating in faculty-led trips must also receive site-specific orientation from the Field Director. Whether the Campus or Field Director assumes primary responsibility for orientation, the content must address the full range of topics listed in the [Orientation Checklist](#), with a special emphasis on health and safety. CUNY's Policy on Sexual Misconduct must be covered at the orientation or in a separate pre-departure session. As part of the orientation or separate pre-departure training session, faculty and staff traveling with students must receive the [CUNY Title IX Compliance Guidelines for CUNY Employees: Traveling Abroad With Students](#). Students must receive [Understanding Title IX Guidelines While Abroad: A Student Guide](#).

Trips organized outside of the Study Abroad Office should coordinate with it to arrange for participation in the general orientation for international trips.

A detailed orientation agenda and the sign-in sheets must be retained by the office in charge of orientation for two years.

### B. Enroll all participants (students, faculty and staff) in CUNY's CISI travel insurance plan

This requirement also applies to all staff and faculty accompanying at least one student abroad.

Campus Directors must enroll all participants in the University's insurance plan at the time of the participant's commitment to the trip, prior to the departure date(s), and apply the cost to each participant's trip fee, or verify that each participant has enrolled in the policy directly before finalizing her/his participation in the trip. The insurance policy must provide coverage for the insured individual for the entire trip including travel days to and from the destination(s). Campus Directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their respective travel dates.

If a Study Abroad Office offers a CUNY-Affiliated or Exchange Program that includes coverage through an alternate travel insurance plan, the plan may be used as a substitute for the CUNY CISI plan only if the plan provides [substantially equivalent](#) coverage, defined as follows:

- The alternate plan must include at least 80% of the current CUNY CISI plan's coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).

- If CUNY's coverage is unlimited in any of these areas, the alternate plan must provide at least \$100,000 of coverage.
- In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best's rating of "A-VII" and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

The option of substantially equivalent coverage is not available to participants on faculty-led programs or student organization trips.

See [section II.B](#) for the rules applying to students traveling abroad on non-CUNY programs and independently abroad.

### **C. Mandatory CUNY-GO Registration (Terra Dotta)**

Complete and submit the travelers spreadsheets (templates and directions available [here](#)) no less than two weeks before the trip begins. Required data should be gathered from the participants' International Travel, Participation, Waiver and Emergency Contact Forms and submitted on all participants, including accompanying faculty and/or staff. CUNY-GO registration replaces the formerly required Emergency Contact Form.

### **D. Monitor State Department Travel Warnings and CDC Travel Notices**

If a travel warning is issued after a trip has been approved, the Campus or Field Director must submit a [Travel Warning Waiver Petition Form](#) to [global@cuny.edu](mailto:global@cuny.edu) and the REO no less than three (3) calendar days after the warning is issued, and must pause travel plans until the petition can be reviewed. To facilitate timely response, Campus Directors should subscribe to the [State Department's STEP email notification service](#) for all countries with upcoming trips. OIE and OEHSRM will consult with the college on whether the trip should proceed, and if so, whether trip adjustments and/or additional security measures should be required.

### **E. Collect Waivers**

Collect a signed [International Travel Participation, Waiver, and Emergency Contact Form](#) from each participant of the trip. If a student is under 18, it must also be signed by a parent or guardian and notarized.

International Travel Participation, Waiver, and Emergency Contact Forms must be kept on file by the organizing department or organization of the College for at least six (6) years after the CUNY Trip has ended. If a student participant is under the age of 18 at any time during the trip, then the release forms and insurance information must be retained for six (6) years from the date that the student reaches age 18.

### **F. Group STEP Registration**

Campus Directors must register approved trips with the U.S. Department of State to facilitate consular assistance in case of a security emergency. This is in addition to the risk management reporting requirement to CUNY. We recommend that you set up a group account in order to streamline this process.

## **G. Title IX Policy and Sexual Misconduct**

CUNY is committed to promoting a safe and secure environment for all members of our community. CUNY's policies prohibit sexual misconduct, including sexual harassment and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by students, faculty or staff, **whether at the home campus or while in travel status**; it is illegal and prohibited by University policy.

As set forth in Section VI(A), the Campus Director must ensure that students and employees on CUNY Trips receive information, either during the pre-departure orientation or in a separate session, on CUNY's Sexual Misconduct Policy and its implementation abroad. The Campus Director and, if applicable, the Field Director must review the

[Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students](#) and [Understanding Title IX Guidelines While Abroad: A Student Guide](#).

## **H. Follow CUNY rules on Purchasing and Agreements**

International trips may involve a variety of contracts, including with international institutions, program providers, and vendors such as hotels, conference sites and transportation companies. CUNY's procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing department. Purchases and contracts using student activity fees or other college association funds must follow the rules set forth in the [CUNY Fiscal Accountability Handbook](#). The department or office organizing the trip must work with the college purchasing department when requesting quotes or procuring items or services.

No vendor commitments related to an international trip shall be made until the REO has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract. No OGC-approved contract may be signed except by an official designated pursuant to CUNY or college association policy to sign such a contract. See [CUNY's Contract Signing Authority Policy](#) for details.

Similarly, all contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, and similar documents with counterparty institutions in connection with sponsored trips, must be reviewed and approved by the CUNY Office of General Counsel prior to signature. Once approved as to form by OGC, only CUNY's General Counsel or his designee pursuant to the Contract Signing Authority Policy may sign the document. See [CUNY's guide to the approval process for international agreements](#).

## **VII. Field and Campus Director Expectations During Trips**

### **A. General Expectations**

#### **1. Be Available 24/7**

Be available and on-call 48 hours before the departure date and at all times (24/7) during the trip to respond to student participant concerns and problems as needed. The Field Director must have access to various forms of communication such as mobile phone, landline phone, e-mail, fax, and in remote locations, satellite phone in order to communicate with the home campus, the insurance provider, and local emergency resources if needed.

#### **2. Keep Records**

The Campus Director should keep a full set of student participant International Travel Participation, Waiver, and Emergency Contact Forms on file. If the Campus Director may not



have continuous access to Terra Dotta during the trip, he or she must also keep paper copies readily available (24/7).

Since the Field Director may not have immediate access to Terra Dotta during an emergency, he or she should carry copies of the above documents or a condensed version of the same information, available in report form through Terra Dotta.

### **3. Reinforce Participant Behavior Standards During Trip**

Since participant behavior can directly affect the group's safety, the Field Director should reinforce the student behavioral expectations reviewed during orientation during the trip.

- a. Field Directors may impose reasonable behavioral standards for students while abroad as circumstances warrant.
- b. Site-specific considerations (e.g. appropriate dress) should be given special attention.
- c. In serious cases involving a student's potential removal from a trip and/or disciplinary action upon return to campus, the Field Director must work with the Campus Director, who will coordinate with other campus authorities (e.g. Title IX Coordinators) as appropriate.

### **4. Follow University and Applicable State and Federal Policies**

Be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as [FERPA](#), [Title IX](#), [Enough is Enough](#) and the [Clery Act](#);

The Field Director must immediately report an alleged incident of sexual misconduct during a CUNY Trip. When possible, the first point of contact should be the Campus Director; however, if he or she cannot be reached immediately, the Field Director should contact the Title IX Coordinator or the Office of Public Safety directly and inform the Campus Director as soon as possible.

The Campus Director must immediately coordinate with the Title IX Coordinator and the college's Office of Public Safety, and if appropriate, the University Office of General Counsel, to ensure an appropriate response.

When such incidents occur, the Campus Director and Field Director must refer to CUNY's Policy on Sexual Misconduct and the [Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students](#).

### **5. Reporting to Public Safety or the Title IX Office**

Campus and Field Directors are "Campus Security Authorities" under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Campus and Field Directors are required to report all incidents of alleged misconduct that, if the incident occurred in New York, could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college's Annual Security Report pursuant to the Clery Act.

In addition, Campus and Field Directors are also "Responsible Employees" under CUNY's Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus' Title IX Coordinator, Director of Public Safety, or Chief Student Affairs Officer. Campus and Field Directors may learn of an allegation of sexual misconduct directly from the complainant, or through a third party. In either situation, the Campus and Field Directors have an obligation to report.



## **B. During an Emergency Abroad**

### **1. Coordinate with Appropriate Local Authorities and Contacts**

Depending on the situation, the Field Director must contact emergency medical services and/or the police to ensure student safety. If effective coordination with local service providers is not certain, the nearest U.S. consulate should also be contacted. The consulate's assistance should be requested in any situation involving legal charges. Appropriate local contacts should also be asked for support.

### **2. Ensure Qualified Medical Care**

Ensure students receive medical attention by trained professionals in case of a medical emergency. Unless trained in advanced first aid or medically licensed, CUNY staff should only provide medical services to participants under the most critical circumstances before emergency services arrive.

### **3. Communicate with College and CUNY Officials**

The Field Director must communicate in a timely manner with the Campus Director. The Campus Director must update University officials about the situation via the email address [incidentabroad@cuny.edu](mailto:incidentabroad@cuny.edu).

### **4. Locate Missing Participant(s)**

If one or more participants (students, faculty or staff) cannot be accounted for at the destination site, the Field Director must contact the Campus Director (who will reach out to the student's emergency contact(s)) and local police. The Field Director must remain at the site until all participants are accounted for. If circumstances connected with the missing student's disappearance represent a potential threat to other participants, the Campus and Field Director must consult with College officials to determine whether additional security measures including relocation or evacuation are warranted, and must also consult with Central Office (via [incidentabroad@cuny.edu](mailto:incidentabroad@cuny.edu)) about the determination.

### **5. Support Participants Who Cannot Continue to Travel**

If a participant is severely injured, requires hospitalization, or is otherwise unable to continue to travel, the Field Director must contact the Campus Director to confer on the best course of action. CISI or any other insurance provider used should be contacted in a timely manner to ensure appropriate support for the sick/injured student and resumption of normal programming for other participants as soon as the sick/injured student's needs have been met. The Field Director must not leave a hospitalized student behind, and should enlist support from trusted local contacts to ensure sustained services to other participants while the needs of the sick/injured student are dealt with.

### **6. Prioritize Student Well-Being**

Any situation involving student safety should prioritize student well-being over discipline. In particular, victims of sexual assault should receive appropriate support, regardless of whether the student has violated curfew, alcohol or drug policies, etc.

### **7. Anticipate Stress/Psychological Responses to Trauma**

Provide appropriate support to all participants during and after an emergency, anticipating that stress reactions may also affect less directly impacted students.

### **8. Provide Updates to Campuses with Participants**

If a trip includes students from campuses other than the college organizing the trip ([Sponsor College](#)), those campuses should be given updates on their students' status. However, interventions to support students and CUNY staff on site should take priority over updates. Home campuses should defer to the Sponsor Campus in communications with students in an emergency.

situation abroad. The Campus Director at the Sponsor Campus is responsible for all communications with Emergency Contacts.

## 9. Document All Incidents

The Field Director must document all incidents by submitting an [Incident Report](#) to the Campus Director. The Campus Director must forward incident reports to [incidentabroad@cuny.edu](mailto:incidentabroad@cuny.edu). The Campus Director must share all incident reports with [incidentabroad@cuny.edu](mailto:incidentabroad@cuny.edu) and the REO, who may convene a meeting of the [International Risk Management Team](#) to review the case.

## VIII. Tables and Appendices

### A. Tables

1. [Table A: Overview of Key Trip Requirements](#)
2. [Table B: Responsible Executive Officers](#)
3. [Table C: CUNY Trip Approval Process](#)
4. [Table D: Travel Warnings and CUNY Trips](#)

### B. Forms

1. [CUNY International Group Trip Proposal Form](#)
2. [CUNY International Travel Participation, Waiver and Emergency Contact Form](#) (“release form” for group travel)
3. [CUNY Independent Travel Notification, Waiver and Emergency Contact Form](#) (“release form” for independent travel)
4. [CUNY International Travel Warning Waiver Petition Form](#)
5. [CUNY Release Agreement for Activities in a Destination under a Travel Warning](#)
6. [Incident Report](#)
7. [Emergency Card Template](#)

### C. Resources

1. [Understanding Title IX Guidelines While Abroad: A Student Guide](#)
2. [Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students](#)
3. [Recommendations for Travelers to Regions with Zika and Other Mosquito-Borne Diseases](#)
4. [Checklist for CUNY International Trip Orientations](#) (“Orientation Checklist”)
5. [Student Checklist for International Travel](#)

## IX. FAQs

*Q: Our department is planning a trip that will only recruit from outside of CUNY (e.g. a program for professionals to earn continuing education credit). CUNY faculty/staff but no CUNY students will be involved, so do any of the ITG requirements apply?*

A: Any participant in a program organized by a CUNY unit is considered a “CUNY student” for the purposes of the ITG, so these programs fall under the responsibility of the REO and all standard program requirements apply.

*Q: I'm not a CUNY student. Do the CUNY International Travel Guidelines apply to me?*

A: If you are participating in a CUNY Trip, the International Travel Guidelines apply to you, even if it is not for credit. If you are a non-CUNY participant on a CUNY Trip, you are subject to the [requirements for students on CUNY Trips](#).

*Q: I'm a faculty member and want to take a group of students abroad. The organization I'm planning to work with will cover my expenses. How can I take advantage of this opportunity for my students?*

A: As a CUNY employee traveling abroad with students, all appropriate travel expenses should be covered, regardless of whether these are funded by an external source or factored into the program's budget. The trip's [Campus Director is responsible for financial management of the program](#) and will ensure that your travel expenses are reimbursed and that financial arrangements with the trip provider are consistent with CUNY policy.

## X. Glossary

**Affiliated Program.** Type of study abroad program offered by a third-party (non-CUNY) provider. Although instruction is provided by non-CUNY employees, these programs offer CUNY credit. Affiliated programs become CUNY programs through an academic and quality review process by the Sponsor College, which is followed by an agreement approved by the CUNY Board of Trustees. Affiliated programs have Campus Directors, and Field Director responsibilities are delegated to the third-party provider.

**Campus Director.** Person on campus responsible for ensuring the administrative integrity of a program and who serves as the primary point of contact for the Field Director (if applicable) in an emergency. Campus Directors may also play a significant role in the logistical planning of faculty-led trips, but the division of labor varies from trip to trip.

**CDC (Center for Disease Control) Travel Notice.** CDC "travel notices are designed to inform travelers and clinicians about current health issues related to specific destinations. These issues may arise from disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers' health." CDC Travel Notices are issued at three levels: 1 (Watch, Practice Usual Precautions), 2 (Alert, Practice Enhanced Precautions), and 3 (Warning (Avoid Nonessential Travel). Although CUNY Trips to countries under Level 3 CDC Notices are prohibited, all CDC Travel Notices should be discussed during Pre-Departure Orientations. (See [here](#) for source material and more information). Travel for clinical purposes should be planned using CDC recommendations for clinicians.

**College Association.** Entity at a college that administers the student activity fee and [student organization](#) budgets and funds. Most College Associations are legally separate from the college and CUNY, but all are required to comply with the Fiscal Accountability Handbook and other CUNY policies and guidelines applicable to College Associations. Funds destined for student organization activities are typically directly administered by the College Association, even if they are initially generated by non-college vehicles such as crowdfunding sites.

**College Trip Proposal.** Proposal prepared according to College requirements for international group trips, which should provide sufficient information about the trip's content and purpose for the [Responsible Executive Officer](#) (REO) to determine that the trip is consistent with the College's mission. Logistical, safety and risk management issues may be addressed in the College Trip Proposal, but must also be fully addressed in the [CUNY International Group Trip Proposal Form](#). See [CUNY Trip Proposal](#).

**Communication Tree.** Defined, sequenced list of individuals who should be contacted in the event of an emergency overseas. In general, the Public Safety Office, with its 24/7 availability and access to key campus individuals, is the first point of contact for faculty, staff and students in need of assistance while abroad. The Public Safety Office immediately initiates the operation of the Communication Tree, typically starting with the Campus Director, who will also reach back to the affected individual(s) abroad.

**CUNY CISI Travel Insurance.** Comprehensive travel insurance plan that includes medical care, medical evacuation, security evacuation, repatriation and many other services. This plan is required for all CUNY students traveling abroad and for all CUNY faculty/staff accompanying them, unless the [Substantial Equivalence](#) criteria are met. A security evacuation-only option is available under limited circumstances for participants in affiliated and exchange programs whose insurance policies otherwise meet the substantial equivalence criteria. The college hosting the program makes this determination.

**CUNY Program.** A CUNY Trip, typically but not always for academic credit, which is offered on a repeated basis and is promoted and organized by a CUNY college, school or entity. Students may participate in a CUNY Program as a member of a group, or on an individual basis (e.g. as the sole participant that term on an affiliated or exchange program).

Trips referred to in the [CUNY Drug and Alcohol Policy](#) as “CUNY Sponsored Trips” are equivalent to CUNY Trips in the ITG.

**CUNY Student.** Anyone participating on a CUNY Trip who does not have CUNY faculty or staff status. This may include regularly matriculated students, Continuing Education students, and individuals whose affiliation with CUNY is limited to their participation in the trip.

**CUNY Trip.** A trip that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and is either

(a) organized by a University or college unit, office, department, or division, or by a recognized [student organization](#), or otherwise carried out by a CUNY faculty member or administrator in the course of his or her duties to CUNY, or

(b) funded by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a [college association](#)/student services corporation.

(c) CUNY Trips must be approved by the College REO and have a designated [Campus Director](#) and (if applicable) [Field Director](#).

(d) CUNY Trips may involve group or individual travel.

(e) Advertising or distribution of an opportunity does not by itself make it a CUNY Trip.

(f) Trips referred to in the [CUNY Drug and Alcohol Policy](#) as “CUNY Sponsored Trips” are equivalent to CUNY Trips in the ITG.

**CUNY Trip Proposal.** Proposal based on the [CUNY International Group Trip Proposal Form](#), which focuses on health, safety and risk management issues. See [College Trip Proposal](#).

**Department of State Travel Advisory.** The Department of State “[issues travel advisories] for each country of the world. Travel advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information.” Each country receives a numeric rating of 1 (exercise normal precautions) to 4 (do not travel); however, advisories may give higher ratings to specific locations or activities in the country (see *Differentiated Advisory*).

Level 3 and 4 DoS travel advisories fall under [CUNY’s Travel Warning](#) definition. This includes travel described as “reconsider travel” or “do not travel” in the text of the advisory, even if the country rating is 1 or 2. CUNY Trips to destinations under a level 3 or 4 travel advisory are not allowed unless explicitly authorized by the REO after review of the [CUNY International Travel Warning Waiver Petition Form](#).

Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, and due in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.

**Differentiated Advisory.** A Department of State travel advisory that includes the following language: “Some areas have increased risk. Read the entire Travel Advisory.”

When a CUNY Trip (group or individual) is planned that includes travel to a destination or with activity described in the country advisory as “reconsider travel” or “do not travel”, the [CUNY Travel Warning Waiver Petition Form](#) is required.

**Exchange program.** Type of study abroad program based on the reciprocal exchange of students, generally on a one-to-one basis. In most cases, these programs do not have a CUNY faculty or staff member on site, so these programs typically have Campus Directors but no Field Directors. On-site support is generally provided by staff at the host university. Exchange programs are established by an agreement approved by the Board of Trustees.

**Faculty-led program.** Type of study abroad program taught by CUNY faculty (Field Directors). Faculty-led programs are established by a proposal approved by the Campus REO and submitted for final review to Central Office (Office of Academic Affairs and Office of Environmental Health, Safety and Risk Management).

**Field Director.** CUNY faculty or staff member who accompanies students on a CUNY Trip abroad. For academic programs, Field Directors are typically faculty members who are deeply involved in the organization of the trip content and logistics, in collaboration with the Campus Director. For non-academic trips, trip content and logistics may be organized by a non-CUNY provider and the Field Director's role is primarily to chaperone the group.

**Independent Trip.** Travel undertaken by a CUNY student, faculty or staff member that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and is outside of the parameters of a CUNY Trip.

International travel organized or entered into independently by a CUNY student is not considered a CUNY Trip. However, when such travel has a direct connection to a student's course of study, whether academic (if credit transfer is planned) or through a non-credit opportunity connected to the student's program of study (e.g. internship or research abroad), CUNY students are subject to [these requirements](#). Independent travel that is primarily for leisure purposes or to visit family or friends, even if tangentially connected to a student's program of study, is not subject to the requirements of the ITG. For example a student studying Mandarin who travels to Beijing for vacation is not covered.

Likewise, international travel organized or entered into independently by a CUNY employee is not considered a CUNY Trip. However, travel by CUNY faculty and staff with a direct connection to teaching, research and/or administrative activities at CUNY are subject to [these requirements and recommendations](#) in the ITG.

**International Affiliated Program.** Programs in which the bulk of services at the destination, from instruction to logistics, are furnished by a non-CUNY entity (third-party provider). Affiliated programs are CUNY programs through agreements authorized by resolutions of the CUNY Board of Trustees. Trips through Affiliated Programs typically have a Campus Director, but no Field Director.

**International Education Liaison.** CUNY employee, who may be faculty or staff, responsible for advising students and faculty on travel abroad and for ensuring compliance with CUNY's International Travel Guidelines. **(See Study Abroad Office)**

**International Risk Management Team.** Team that advises the REO in the event of a situation affecting the safety CUNY students, staff and/or faculty abroad. This team should also be consulted to determine if developments abroad (e.g. political unrest, natural disasters) warrant trip cancellation, and should be deployed to provide retrospective advice on trip planning and general policies in the aftermath of a safety incident.

**Participant.** Any individual participating in a CUNY trip abroad, regardless of whether he or she is normally enrolled at CUNY. Alumni, dependents, students from other institutions, and others all qualify as participants and are subject to the CUNY International Travel Guidelines if they will be or are part of a CUNY trip.

**Responsible Executive Officer (REO).** Campus executive responsible for approval of all CUNY Trips abroad. Approval should be based on academic content, financial soundness, and risk management. Petitions for International Travel Warning Waivers must also be approved by the REO. See [here](#) for REOs of specific CUNY colleges and schools.

The REO will typically delegate operational oversight and routine administration of travel abroad to staff or faculty qualified to make recommendations on international travel to the REO (typically the head of the Study Abroad Office/International Education Liaison). Final authority and responsibility rests with the REO.

**Security Evacuation.** Service provided by the CUNY CISI travel insurance plan. The insurer defines when a security evacuation is warranted, and this is based on a significant escalation of threat. Therefore, its availability should not be viewed as a safeguard against danger in high-risk areas.

**Sponsor College.** College responsible for oversight of a specific CUNY Trip.

**Student Organization.** Organizations formed to facilitate student activities, which may have a cultural, social, academic, religious or other orientation. Student organizations at CUNY are under the purview of Student Life and must be chartered by the Student Government Association (SGA). They must have at least four elected officers, a faculty advisor, and a written constitution or bylaws. Student organization funds and funds for student organization activities are typically administered by the [College Association](#), even if they are generated using external vehicles such as crowdfunding.

**Study Abroad Office.** Office responsible for academic programs abroad at each campus. Generally, colleges/schools with that offer programs will have a Study Abroad Office; colleges/schools that do not may instead only have a faculty or staff member responsible for advising students and faculty planning travel abroad and ensuring compliance with the CUNY International Travel Guidelines. **(See International Education Liaison).** Campus study abroad offices and international education liaisons are [listed here](#).

**Substantial Equivalence.** Standard used to evaluate whether travel insurance plans offered by affiliated providers and exchange partners can be substituted for the required CUNY CISI policy. The alternate plan must include:

- At least 80% of the current CUNY CISI plan's coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).
- If CUNY's coverage is unlimited in any of these areas, the alternate plan must provide at least \$100,000 of coverage in that area.
- In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best's rating of "A-VII" and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

The College is responsible for evaluating substantial equivalence. Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

The option of substantially equivalent coverage cannot be used to waive the CUNY CISI requirement for faculty-led trips or student organizations.

**Travel Warning.** Under CUNY's International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see [differentiated advisory](#)) or a CDC level 3 travel notice. Travel to locations under a travel warning is not allowed; however, some travelers are eligible to apply for a waiver, depending on the type of warning and type(s) of traveler(s) (see Table D). Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.