

STOCKTON UNIVERSITY



PROCEDURE

International Travel Approval Procedure for Employees

Procedure Administrator: Director of Global Engagement

Authority: N.J.S.A. 18A:64-8

Effective Date: August 7, 2012; March 20, 2023

Index Cross-References: Procedure 6412 University Travel; Procedure 2200
Education Abroad

Procedure File Number: 2008

Approved By: Dr. Harvey Kesselman, President

I. Individual Employee Travel:

A. Pre-Authorization:

1. Employees who plan to travel internationally for a University purpose must review in advance all CDC guidance and Department of State Travel Advisories for the proposed destinations and consult with the Offices of Global Engagement, and Risk Management, and, if applicable, complete a Justification form and a Risk Waiver form.

2.

are required to submit a pre-approval travel
travel request software, including
authorization for international travel. The
a brief description of the trip, including the
cost, funding source, Department of State

complete a Justification form and a Risk Waiver form. Travel to countries with a Level 3 destination may not be approved based on the nature of risk. Travel to countries with a Level 4 designation will not be approved.

- C. Employees are encouraged to purchase their own travel insurance for international travel. Faculty travel funds may be used to cover the cost of travel insurance, if a sufficient amount is available to cover the total cost of the proposed travel.

II. Faculty- and Staff-Led Study Abroad Programs

- A. Pre-Authorization. Faculty or staff proposing to lead a faculty- or staff-led study abroad program shall first provide a summary of the proposed travel to their Dean or supervising manager for approval. If approved, faculty or staff should work with Global Engagement to develop the program.
- B. Faculty or staff must submit a travel request to their budget unit manager, supervisor, and Divisional Executive with the information on all proposed participants in the study abroad program and faculty- or staff-led study abroad programs with students must also follow Procedure 2200 Education Abroad.