



OFFICIAL POLICY

Subject/Title: Faculty, Staff, & Student International Travel

Policy Number: FPU-6.0740P

New Revised Technical Revision Only Emergency Policy

Date First Adopted: August 15, 2024

Date Revised:

Responsible Division or Department: Administration & Finance

Initiating Authority: Vice President and CFO, Administration & Finance

A. APPLICABILITY & PURPOSE

Florida Polytechnic University is dedicated to excellence in education, research, service, and outreach in Florida and around the world. While faculty, staff, and students are responsible for their personal behavior at all times, the University is committed to identifying, interpreting, and informing students of the health, safety, and security risks associated with participating in university-related international travel opportunities.

B. POLICY STATEMENT

This Policy refers to the registration and related procedures for international student related travel and international business travel.

All international student related travel and international business travel, as defined herein, must follow the procedures maintained within the University Travel Manual.

C. DEFINITION OF TERMS

Terms used in this policy should be understood to have the same meanings used in University business processes, unless explicitly defined in this section.

1. Student Related Travel: For purposes of this Policy, student travel is any undergraduate or graduate student or University recognized student group, and the associated University and University Direct Support Organization ("DSO") employees and University appointed volunteers engaged in any international travel conducted as part of a Florida Poly program requirement, elective, research project, service learning or any international activity tied to an individual's status as an active Florida Poly student, regardless of the source of funding for the travel.

2. Business Travel: All other non-student related international travelers which include University and DSO employees, persons of interest, members as defined by University insurance policies, and University appointed volunteers on university business in support of a specific program of instruction, research, site visit or public service, or more general programs of professional

development, international conferences or University operations, regardless of funding source.

D. PROCESS STEPS

- 1. International Travel Registration and Authorization:** All International Travel must be submitted for approval via the University’s approved system, WorkDay, at least 30 days prior to travel and must be aligned with the Travel Manual and additional guidelines found at <https://floridapoly.edu/university-controller/forms.php>.
 - i. **Student Related Travel:** All student international travel must obtain approval and authorization at the appropriate departmental level.
 - ii. **Business Travel:** must obtain approval and authorization at the collegiate/departmental level.
- 2. Insurance:** All faculty, staff and students participating in international travel covered by this policy must enroll in an approved international insurance plan and provide proof of coverage when requested by Florida Poly. No other insurance will be reviewed or accepted.

E. RESPONSIBILITIES OF UNIVERSITY UNITS

1. Approval for international travel locations is overseen by the research integrity office, as required by [Florida statute 1010.36](#); the Director of Sponsored Programs is the current designated official as of the writing of this policy.
2. The Department of Risk Management enrolls travelers in the University-approved international insurance plan.
3. The traveler’s department or funding source is responsible for the cost of international travel insurance

POLICY APPROVAL	
Policy No.: FPU-6.0740P	
_____ Initiating Authority	Date _____
_____ Policies Committee Chair	Date _____
_____ President	Date _____
FPU-BOT Approval: <input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	_____ Date Approved (if required)
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	