

# HOWARD UNIVERSITY

Office of the Provost and  
Chief Academic Officer

October 24, 2016

## **MEMORANDUM**

TO: Faculty and Staff

FROM: Anthony Wutoh, Ph.D, R.Ph  
Provost and Chief Academic Officer  
Chief Operating Officer



SUBJECT: International Activity and Travel Review Procedure

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Howard University is a global institution. Evident from the range of University activity abroad—such as foreign study, cultural exchange, scientific research, and service work—the University has an international footprint. This is consistent with our mission and vision.

International initiatives should proceed in a coordinated manner and with appropriate oversight, in order to ensure consistency with the University's values, policies and procedures, and applicable law. The University is mindful of, among other issues, the well-being of faculty, students, and staff who carry out University activity across sovereign borders, management and operational logistics in foreign locations, and compliance with applicable law, regulations, and custom of foreign jurisdictions.

In 2012, the Board of Trustees established the Global Business Steering Committee ("GBSC") to provide an internal review and support structure for all University foreign activity. See University Policy Number 400-009.

In order to support the GBSC's role, the University has implemented a process to screen University international activity prior to faculty, staff, or student foreign travel, including but not limited to foreign travel for research, service, teaching, study abroad, experiential learning, cultural tours, or other University-related or University-affiliated activity. In doing so, faculty and staff who lead international activities must apply the following protocols:

1. Obtain Provost approval for international travel, particularly to countries on the U.S. Department of State's Travel Warning or Alert List.
2. Ensure that all University student travelers sign a Travel Abroad Release Form prior to international travel.
3. Submit to the Office of the General Counsel all contracts for international support, services, or collaboration, including but not limited to MOUs with foreign institutions, and contracts for travel agents, tour providers, foreign transportation, housing, accommodations, and consultants.
4. Where requested, attend risk management briefings or workshops organized by

responsible University offices.

5. Understand that faculty, staff, and students are responsible for their own medical care and insurance while outside the United States; individuals who have insurance through the University may review the extent of coverage or by calling Benefits & Pension Administration at 202.806.1280. All individuals must carry their insurance cards with them during travel.
6. Keep all records of international activity, domestic and international, for reporting to the Office of the Provost.
7. At least 60 days prior to international travel (a) on University business, (b) on University-affiliated activity, (c) as part of a University-sponsored activity, (d) with University funds, or (e) with donor or grant funds secured through the University, **faculty and staff must submit to the Office of the Provost (via e-mail to (internationaltravel@howard.edu)) the information specified in Appendix A, which serves as a statement of compliance with applicable University policies, procedures, and guidelines. Not all information in Appendix A will be relevant or required for every activity or every instance of foreign travel.** Faculty and staff who are participating in travel arranged or funded through third-party sources (i.e. other Universities, foundations, private companies, etc.) should also submit the travel form for administrative purposes, including documenting approved travel for insurance-related claims. Questions should be directed to Cudore Snell, Ph.D., Assistant Provost for International Programs.

## **8. Fly America Act and Open Skies Guidelines.**

All international travel, funded by the federal government must meet the Fly America Act (49 U.S.C. 40118) guidelines. As Howard University receives a significant Congressional appropriation, this applies to international travel funded through the University, as well as international travel supported by federal grants and contracts. The Fly America Act Guidelines stipulate that all travel must be made with a U.S. flag air carrier (including code share flights) to the furthest point towards their final destination. This requirement must be adhered to in instances where foreign carriers are cheaper, provide preferred routing, more convenient, or are part of a frequent-flyer agreement. Such carriers include American, United, Delta, etc.

Exceptions that may apply include:

- When there is no nonstop or direct service offered by a U.S. carrier,
- When travel solely outside the US increases the number of aircraft changes en route to more than two,
- When the passenger's travel time is extended by a least 6 hours,
- When the connecting time is 4 hours or more at an overseas interchange point.

Any exemptions to the Fly America Act requirements must be requested through the completion of the "Fly America Act – Request for Exemption."

Please apply these protocols to all current and ongoing activities, and all new activities.

If you have any questions regarding the above, please do not hesitate to contact:

Cudore Snell, Ph.D.  
Assistant Provost for International Programs  
Howard University  
2400 Sixth Street, NW, Suite 306  
Washington, DC 20059  
(202) 806-2550 (direct)  
(202) 806-4971 (fax)  
[csnell@howard.edu](mailto:csnell@howard.edu)



## INTERNATIONAL TRAVEL INFORMATION REQUEST FORM COMPLIANCE STATEMENT

This International Travel Information Request Form must be completed by faculty/staff at least 60 days prior to the date of international travel. This form must be completed if you are planning to travel internationally: (a) on University business, (b) on a University-affiliated activity, (c) as part of a University-sponsored activity, (d) with University funds, or (e) with donor or grant funds secured through the University. The completed form should be submitted to the **Office of the Provost (via e-mail to csnell@howard.edu)**. ***Not all information on this Form will be relevant or required for every activity or every instance of foreign travel.*** Any questions should be directed to Cudore Snell, Ph.D., Assistant Provost for International Programs.

### I. GENERAL INFORMATION

Today's Date: \_\_\_\_\_

Trip Facilitator/Leader: \_\_\_\_\_ Status:  Faculty  Staff  Other (specify)

Title: \_\_\_\_\_ School/Department: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program/Project Title: \_\_\_\_\_

Purpose of the Travel (e.g., research, international service, study abroad, etc.):

\_\_\_\_\_

### II. TRAVEL INFORMATION

*Attach a copy of trip itinerary and other related trip details (detailed itinerary of scheduled destinations and activities while in host country). Please include a separate document with responses as needed.*

1. Destination(s) of Travel (city, country): \_\_\_\_\_

2. Proposed Dates of Travel: Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_  
(please break out dates if traveling to multiple destinations)

3. Description of Accommodation Arrangements: \_\_\_\_\_

- Name of Lodging (e.g. hotel, dormitory) \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_

4. Brief Description of travel arrangements to and from the United States: (Please provide copy of trip itinerary) \_\_\_\_\_

5. Description of mode of transportation at destination site: \_\_\_\_\_

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<i>Please include responses on a separate document with any additional supporting documents as needed.</i>	Yes	No	N/A
<ul style="list-style-type: none"> <li>Has the Dean or the head of your business unit approved your travel?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be accompanied by University students?                             <ul style="list-style-type: none"> <li>If yes, attach a Participant List with the names of students, ID numbers, and contact information (<i>i.e., e-mail, phone number</i>).</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be accompanied by any other University staff or faculty?                             <ul style="list-style-type: none"> <li>If yes, provide their names, title, department, and contact information.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be accompanied by any non-University students, staff, or faculty?                             <ul style="list-style-type: none"> <li>If yes, on a separate document include names, relationship to University, and any other relevant information.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a third party travel abroad or study abroad service provider been used for this activity? If yes, please provide the following information:                             <ul style="list-style-type: none"> <li>Service Provider Name: _____</li> <li>Contact Information: _____</li> <li>Has any contract with the service provider been approved by the Office of the General Counsel? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>III. PROGRAM INFORMATION</b>			
<i>Please attach a separate document with responses as needed.</i>			
<p>1. <b>Description of program activities during trip (include additional sheet if necessary):</b> _____</p> <p>2. <b>Description of trip funding:</b> (e.g., department funds, grants, personal) _____</p> <ul style="list-style-type: none"> <li>What is the expected total cost of the trip? (<i>Please provide tentative budget</i>) _____</li> <li>If the activity is funded with a federal or non-federal award, list the name and number of the award.</li> </ul>			
	Yes	No	N/A
<ul style="list-style-type: none"> <li>Is this travel or activity part of a University program?                             <ul style="list-style-type: none"> <li>Please provide additional program details on a separate sheet.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be hosted by another organization?                             <ul style="list-style-type: none"> <li>Name:</li> <li>Location:</li> <li>If applicable, include website:</li> <li>Description of organization's involvement in trip or program activity:</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>Are there any U.S.-based educational institutions, business, non-profits, or other entities that will participate in the activity or in any way affiliated with this trip?               <ul style="list-style-type: none"> <li>If yes, indicate the name(s), location, contact information, and website (if applicable) of the entities and a description of their involvement.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will your travel involve any collaboration, partnership, or involvement with any foreign educational institution, business, non-profit, or entity other than the listed host organization? If yes, please indicate on a separate sheet the name(s), location, contact information, and website (if applicable) of the entities and a description of their involvement.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is the international activity or trip related to an existing Memorandum of Understanding, agreement, or contract that the University has with a foreign institution, provider, or sponsor?               <ul style="list-style-type: none"> <li>If yes, provide a copy of the applicable agreement.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is this travel part of a class, seminar, or university educational offering?               <ul style="list-style-type: none"> <li>If yes, please provide details, including whether students will receive academic credit for participation in the program, either from Howard University or from another institution. If travel is related to an academic course, attach a course description.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will your activity involve hiring non-University faculty, staff, or consultants in the foreign location to assist with your activity? If yes, provide an explanation on a separate sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. RESEARCH COMPLIANCE AND EXPORT CONTROL**

*Please attach a separate document with responses as needed.*

**A. RESEARCH PROJECTS**

	Yes	No	N/A
<ul style="list-style-type: none"> <li>Will you be conducting research at your host location(s)? If yes, please answer the following questions and provide detailed description of research activities on a separate sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Will the activity involve clinical research and/or human subjects?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Will the activity involve animal research?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Will the activity involve hazardous materials or substances?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Will the activity involve toxins, controlled biological material, viruses, bacteria or controlled chemicals or chemical compounds?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. EXPORT & DATA CONTROLS**

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<ul style="list-style-type: none"> <li>Does your activity abroad involve University proprietary data or technical information?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be transporting any encrypted software/technology/items/data to or from a foreign country? If yes, please provide description of items.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be transporting any medical equipment, biological samples/specimens, or any other related biomedical products to or from a foreign country? If yes, please provide description of items.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you be taking any University-owned equipment (i.e., laptop, cell phone), software, or other products (i.e., laboratory equipment)? If yes, on a separate sheet, please provide additional information addressing the questions below.               <ul style="list-style-type: none"> <li>Is the item or software to be shipped or hand-carried abroad?</li> <li>Will the item return to the U.S. at the end of the trip?</li> <li>Is the item being transferred, sold, borrowed or donated to a foreign entity or individual?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. HEALTH, SAFETY, AND SECURITY			
<i>Please attach a separate document with responses as needed.</i>			
	Yes	No	N/A
<ul style="list-style-type: none"> <li>Has the U.S. Department of State issued a travel alert or warning for the destination countries? If yes, attach a dated copy of warnings issued by the Department of State.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If travel involves destinations on the U.S. Department of State's Travel Alert or Warning lists, has permission been obtained yet from the Provost?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you registered student, faculty, and staff participants with the U.S. Embassy or consulate in the host country via the U.S. Department of State's online system, Smart Traveler Enrollment Program (STEP) available at <a href="https://step.state.gov/step/">https://step.state.gov/step/</a>?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you reviewed applicable host country visa regulations for entry?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you collected emergency contact information from all participants?               <ul style="list-style-type: none"> <li>For each student and faculty participant, please provide their emergency contact information.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will you have phone and internet access in the host country? Please provide any numbers or other contact information including personal e-mail and alternate phone numbers that can be used to reach you in the destination country.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have you or will you provide a pre-departure orientation to participants? (<b>Note:</b> When travelling with students, arrange at least one orientation meeting for all confirmed travel participants which provides information on all travel logistics and health/safety information, i.e., travel dates, modes of transportation, any</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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medical and health concerns, laws within the host country, emergency procedures).			
• Have you verified that each student participant has completed the Travel Abroad Release Form? The form is available at [insert web link].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• For each student participant under the age of 18, have you verified that a guardian's signature of permission has been obtained for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you verified that each participant has obtained medical insurance for the duration of the trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*I have reviewed this International Travel Information Request Form for completeness and accuracy. If there are any changes or updates to the information requested on this form, I will immediately notify the Office of the Provost and provide any additional details or documentation. My signature on this form serves as a statement of compliance with applicable University policies, procedures, and guidelines.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title

**FOR OFFICE OF THE PROVOST USE ONLY:**

Date Received: \_\_\_\_\_

Approved

Disapproved

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_