Walla Walla University
International Travel Policies and Procedures

WWU is committed to reviewing, approving, and supporting university-sponsored travel which furthers its mission and core values. Those coordinating travel are responsible for understanding and following these policies and procedures. While on university-sponsored travel, the WWU Governance Handbook, Staff Employee Handbook, and Student Handbook will be in effect.

1. The applicant or trip leader must submit an International Travel Request Application to the Travel Proposal Committee (TPC) prior to final planning, fund raising, advertising, or incurring expenditures, at least two months prior to the date of travel. Authorization for travel will be determined upon receipt of application, and a written approval must be received from the TPC prior to departure.

2. The applicant will request that the department chair, director, or administrator evaluate and approve the International Travel Request Application prior to submission to the TPC, with consideration being given to the available budget, appropriate use of employee time, safety concerns, and the potential benefits of the trip.

3. The applicant will then take the application to Risk and Safety Management for consideration by the TPC.

4. The following procedure is required for the U.S. Department of State Travel Advisories for the region of travel:
   a. Review and attach to the travel application a copy of any U.S. Department of State Travel Advisory and the leader’s written detailed response to that Advisory.
   b. The TPC may rescind approval due to a U.S. Department of State Travel Advisory issued prior to travel.
   c. The trip leader is responsible to monitor and follow current U.S. Department of State Travel Advisories and Country Information Reports through return date of travel.

5. The trip leader of university-sponsored travel must be a Walla Walla University employee.
6. For all travel involving students, it is recommended that a minimum of three people travel together for the safety of all concerned.
7. Travel to any country outside of the fifty states and District of Columbia will be processed as international travel through the TPC, including travel to U.S. territories (U.S. Virgin Islands—Main Islands Saint Croix, Saint John and Saint Thomas, Guam, Puerto Rico, American Samoa, and Northern Mariana Islands).

The individual traveler or group trip coordinator will follow up with Risk & Safety Management to complete the appropriate International Travel Checklist.

January 17, 2018