
From: President's Office [mailto:presidentbulletin@utep.edu]
Sent: Thursday, May 20, 2010 3:27 PM
To: Bulletin; StudentA-E; StudentF-J; studentK-O; StudentP-T; StudentU-Z
Subject: INTERNATIONAL TRAVEL POLICY CHANGES EFFECTIVE IMMEDIATELY
Importance: High

DO NOT REPLY TO THIS E-MAIL

The following is a special campus UTEP Announcement approved by the President's Office
Subject: INTERNATIONAL TRAVEL POLICY CHANGES EFFECTIVE IMMEDIATELY
Message Sent: 5/20/2010 3:26:55 PM

May 20, 2010

To: All University Faculty, Staff and Students

From: Diana Natalicio
President

Subject: INTERNATIONAL TRAVEL POLICY CHANGES EFFECTIVE IMMEDIATELY

In a memorandum from UT System Chancellor Francisco Cigarroa dated April 22, 2010 institutional Presidents were directed to take certain precautionary measures with regard to University sponsored international travel. These measures are necessary to ensure that the UT System minimizes risk and is in a position to assist faculty, staff or students on University sponsored trips in the event of an emergency.

The following policy changes are **effective immediately** with regard to international travel. Please note, these policy changes apply to all university sponsored faculty, staff and student travel, including Study Abroad.

· All travel to countries (including Mexico) for which a travel warning has been issued by the U.S. Department of State is automatically suspended, unless an exception is recommended by the institution's International Oversight Committee, and the exception receives final approval. U.S. Department of State travel warnings may be monitored at the following link:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

- All international travelers (faculty, staff and students) are required to register with International SOS for university-sponsored trips prior to departure and regardless of destination.
- All international travel must be booked through a UT System contracted travel agency.

Use of these agencies will ensure that the University has complete travel information regarding faculty, staff and students located across the globe at any one time. This information will allow the UT System and the individual institutions to promptly react to any adverse conditions (medical, weather, political unrest etc.) in which University sponsored travelers may require assistance. Finally, the UT System contracted agencies will facilitate registration with International SOS.

- International travel that is not booked through a UT System contracted agency will not be approved for reimbursement.

Please note that University sponsored travel to Mexico is currently prohibited. This restriction also applies to day trips into Cd. Juarez.

For information regarding U.S. Department of State travel warnings, International SOS, UT System travel agencies and the International Oversight Committee visit the Financial Services [Travel Planning Website](#).

For questions regarding this policy, contact the Office of the Vice President for Business Affairs at X5113.