

NOVA SOUTHEASTERN UNIVERSITY
University Policy

Administrative Area(s):	Administration, Academic Units, and Administrative Units
Applicability:	Administrators, Deans, Directors, Department Heads, Faculty, Administrative Staff, and Students
Scope:	International Travel Registration Policy
Effective Date:	July 1, 2013
Publication Requirement:	Offices of International Affairs and Human Resources Policy Manuals

Purpose:

This policy sets forth the International Travel Registration Policy that will apply to all faculty, staff, and students who travel across the globe to teach, conduct research, conduct seminars and workshops, attend conferences, and to study. Nova Southeastern University will be able to assess the health and safety issues of international travel, assist its travelers with important information about their intended destination, and will have a plan in place to communicate with travelers and their families in the event of an emergency.

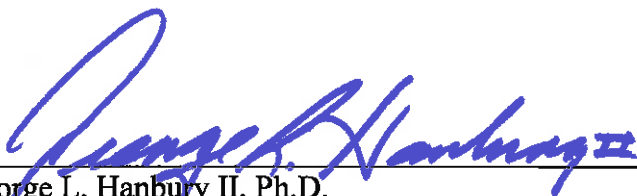
Policy:

All faculty, staff, and students traveling on university-related business or programs outside the United States and its territories are required to register using the university's International Travel Registration Program once initial travel approval has been granted.

Travel to high-risk countries, as determined by a risk analysis, and to countries under a travel warning or advisory that has been issued by the U.S. Department of State will require additional approvals by the Office of Risk Management and the appropriate supervisor and/or executive administration. Failure to register will result in the non-issuance of airline tickets, and reimbursement of all travel-related expenses will not be approved.

All faculty, staff, and students who are citizens or permanent residents of the United States are also required to register with the U.S. Department of State Smart Traveler Program once an airline ticket and final travel plans have been confirmed and completed.

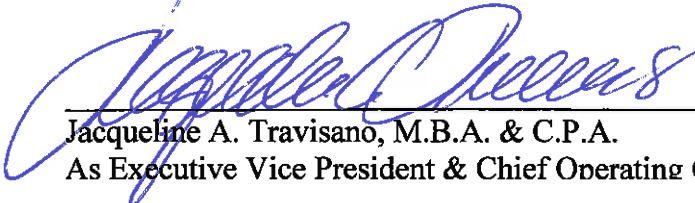
All faculty and staff must provide the Nova Southeastern University's Risk Management Department with an emergency telephone number from a telephone that is capable of receiving and making international calls in the event of an emergency. Faculty and staff who are not in possession of this type of telephone may obtain one using the NSU International Phone Loaner Program.



George L. Hanbury II, Ph.D.
As President & Chief Executive Officer

7/2/13

Date



Jacqueline A. Travisano, M.B.A. & C.P.A.
As Executive Vice President & Chief Operating Officer

7/2/13

Date