

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 73)

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INTERNATIONAL TRAVEL POLICY

1. PURPOSE

VMI supports international travel as a valid, desired, and increasingly important part of undergraduate education and faculty development. Additionally, the Institute recognizes that such programs may take a variety of forms, including educational travel with cadets and professional travel. All international travel operated, sponsored, or approved by VMI is expected to maintain standards of proper accountability and risk management.

Historically, international travel, both by VMI personnel and cadets, has been a decentralized process. With the implementation of new travel abroad software (Terra Dotta) by the Office of International Programs (OIP), this policy addresses the centralization and standardization of international travel, as well as the delegation for accountability and risk management.

2. DEFINITIONS

- A. Direct Enrollment: Enrollment in courses directly alongside local students.
- B. Direct Exchange: Partnerships with foreign institutions that allow cadets to enroll in classes as a visiting student while still paying standard tuition to VMI.
- C. Direct Faculty Exchange: Partnerships with foreign institutions that allow a VMI faculty member to serve as a faculty member of the foreign institution (and vice versa) while
- D. Professional Travel: Travel by VMI personnel for professional development, to include conferences and/or research.
- E. Program Director: The individual contractually responsible for conducting a credit-bearing program.
- F. Sponsored Travel: Programs that are conducted by Institute Member(s) and supported fully or in part by the Institute. This may include financial support, administrative support, leadership, organization, marketing, or advising.
- G. Third Party Programs: Independent organizations that facilitate or administer study abroad programs.
- H. Trip Leader: VMI personnel designated to lead non-credit-bearing travel.
- I. Senior Administrator: Senior VMI leadership, to include the Deputy Superintendent for Academics and Dean of the Faculty; Deputy Superintendent for Finance, Administration, and Support; Commandant; Director of Intercollegiate Athletics; Director of Information Technology; and the Chief of Staff.

3. APPLICABILITY

This policy shall apply to all VMI personnel.

G. Procedures for Requesting a Travel Waiver.

- 1) When the Department of State issues a **Level 3 (Reconsider Travel) Travel Advisory** for a particular country or parts (specific locations) of a country, the Institute will suspend approval of, and terminate all ongoing, study abroad by cadets, regardless of their nationality, in that country during the period of time that such travel advisory

H. Evacuation Order after Cadet Departure.

Travel on VMI funds will not be authorized to countries for which a mandatory evacuation order has been issued. If the US Department of State issues a mandatory evacuation order after the travel has commenced, all faculty, staff, and cadets in the country must contact the nearest US Embassy or Consulate to obtain relevant information and guidance, and must leave the country by the most expeditious and secure means available. They also are required to contact OIP at the earliest opportunity with information about their whereabouts and plans.

It should be understood that an event as extreme as an evacuation creates highly unusual circumstances. If an evacuation is deemed necessary, it may not be possible for the Institute to recover all costs that cadets have paid and/or to refund such costs to cadets for the cost of the trip as well as the cost of the evacuation. This is a risk participants assume when they undertake study or research abroad. It also should be noted that if cadets are studying abroad and are unable to complete the semester abroad that it might not be possible to receive full or partial credit for work completed abroad.

supported with VMI funds requires that a travel authorization be signed in advance by the Superintendent or his designee, the Deputy Superintendent for Finance,

- d. Safety concerns
- e. Maintaining contact between leader(s) and participants at all times
- f.

PROPOSAL FOR VMI-

<p>Language Requirement: <i>Is there a language component / requirement for your program?</i> Yes, it focuses on a specific language and skill level: please describe</p> <p>No, any cadet can participate</p>
<p>Will a host country university be transcribing and grading the cadets? Yes & my Department Head has approved the course for transfer credit</p> <p>No</p> <p>If Yes, please provide university name and the course/program they will be teaching.</p>
<p>Will the VMI faculty member be teaching and evaluating cadets? Yes No</p>
<p>Assessment: <i>Please describe the assessment methods you will use to evaluate the program.</i></p>
<p>Is this program open to non-VMI students? Yes No</p>
<p>What is the minimum number of cadet participants required to execute the program?</p> <p>What is the maximum capacity?</p> <p>Will these numbers change in subsequent years?</p>
<p>What impact will this program have on current VMI study abroad programs? Is it unique or does it potentially compete with other programs? If it creates potential competition, describe how interest will be sustained across multiple programs.</p>
<p style="text-align: center;">Logistical Support Requirements</p>
<p>Partner Institutions: <i>Are you partnering with a host nation institution and/or company to provide logistical support?</i></p> <p>Reminder: <i>VMI has institutional partnerships in a number of countries that may be able to assist with making in-country logistical arrangements for classroom space, housing, local faculty, and/or cadets, etc. Please do not enter into an agreement with any partner or vendor unless you go through the Office of International Programs. Collect the relevant information from the partner/institution and please bring it to the Office of International Programs for review and approval by the contracts office at Smith Hall.</i></p> <p>Do you need assistance in connecting with a partner institution? Yes which one(s) and for what type(s) of service(s)?</p> <p>No</p>
<p>Facilities: <i>Describe any classroom facilities that will be required in-country to support your program and your plan to meet the requirement.</i></p>

<p>Accommodations (cadets): <i>Where will the cadets live?</i> Homestay Apartment Residence Hall Hotel/Hostel Other Describe:</p>
<p>Will the cadets have the opportunity to live with local students? Yes please explain: No</p>
<p>Accommodations (faculty): <i>Where will VMI faculty (Program Director) be housed? VMI has an expectation that Program Directors must be billeted in close proximity to the cadets and have daily contact with them.</i></p>
<p>Meals: <i>Describe the student and faculty plan for meals, including if and how many will be included in the program fee.</i> <i>If not included and cadets are responsible for their own meals, what is the average cost of meals?</i></p>
<p>Transportation: <i>What methods of transportation do you plan to use for traveling from place to place as part of your program (e.g., mass transit, contracted buses/van, etc.). Where possible, include names of companies to be used and confirmation that they are licensed and insured).</i></p>
<p>Are you using a Third-Party Provider and/or Travel Agency: <i>VMI also has existing connections with program providers and travel agencies that offer a variety of logistical support services, such as housing, classrooms, excursions, airfare, instructors, etc. Please contact the OIP office for more information.</i></p> <p>Will you use a currently approved program provider and/or travel agent? Yes which one(s) and for what type(s) of service(s)? Please provide in-country Point of Contact information (name, land line phone, mobile phone, e-mail, and postal address) No</p>
<p>Have you identified an alternative vendor or institution (not a current VMI-approved vendor) for program logistical support? Yes No</p> <p><i>If yes, VMI must approve them. Please provide detailed contact information for each company/organization or institution including name, website, and address as well as phone, email, and name for a contact person. In some cases, it may be possible for VMI faculty to</i></p>

No

Are you utilizing an approved third party or in-country provider to meet your logistical and health & safety requirements?

Yes (You will need to ask your provider for a copy of their emergency action plan if OIP does not already have one on file or if it has been updated since the last time VMI used them.)

No

Things to consider:

respond to one?

What is the name, local address, and telephone number for cadet accommodations?

What is the name, local address, and telephone number for Program Director accommodations if different from cadets?

What is the nearest health care facility/hospital to your place of study or billeting for all participants?

What about on your excursions?

Is there an emergency response/ambulance service available in all the places you will visit?

Do you know local police, fire, medical response telephone numbers?

What happens if the Program Director has the medical emergency?

Have you thought about and designated primary and alternate rally points in the case of a natural disaster or other emergency?

What is your communications plan?

How will you get in touch with your cadets and OI

VMI Office of International Programs
APPENDIX B

VMI Office of International Programs

**APPENDIX C AGREEMENT AND ACKNOWLEDGEMENT OF RISKS FOR TRAVEL
TO COUNTRIES UNDER A STATE DEPARTMENT LEVEL 3 (RECONSIDER
TRAVEL) TRAVEL ADVISORY**

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