SUBJECT: Compliance with U-M International Travel SPG

Dear Colleague:

The university is committed to supporting faculty, staff and students in pursuing international research, educational activities, and service. While travelers have significant responsibility for their own health, safety, and security, the university has also developed a series of requirements that are intended to protect the welfare of our travelers.

The university’s [International Travel Policy (SPG 601.31](http://spg.umich.edu/policy/601.31)) was recently modified to describe these requirements, clarify definitions of university-related travel, as well as establish individual and unit-level expectations for compliance. While the SPG was modified to include more information, the most important aspects of the policy remain:

* Faculty, staff, and students should [register their travel](http://global.umich.edu/travel-resources/register-your-travel/) and carry U-M travel abroad health and evacuation insurance.
* All education abroad programs should be approved by the leadership of the sponsoring units in advance of travel.
* All U-M travelers must follow the [warning/restriction guidelines](http://global.umich.edu/travel-resources/warnings-restrictions/) set by the Provost’s Office and the International Travel Oversight Committee.

Individualtravelers are responsible for complying with U-M’s International Travel Policy. Units sponsoring University of Michigan Related Travel (as defined by the policy) are responsible for informing travelers about the policy and facilitating compliance for individuals.

Please help our unit promote the International Travel Policy by ensuring that travel safety posters are prominently displayed in highly visible areas. Travel safety posters are available from the Provost’s Global Engagement Team at: global.engagement@umich.edu.

In addition, as you learn of colleagues and students who are planning international travel, please make them aware of this policy and remind them about the travel registration and U-M travel abroad health and evacuation insurance requirements.

Questions about the travel policy may be directed to the Provost’s International Travel Oversight Committee at: umich-itoc@umich.edu.

Thank you for your help in supporting safe and successful international work for our U-M colleagues and students.