



POLICY STATEMENT 17 INTERNATIONAL TRAVEL

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs

Initially Issued: May 29, 2026

I. PURPOSE

Louisiana State University (LSU) supports global engagement in an increasingly interconnected world and travel to destinations outside of the United States (U.S.) is of paramount importance to a world-class university. International travel also involves elevated health, safety, security, and research compliance risks. This policy establishes the requirements and approval authorities for official international travel conducted on behalf of the university, the duty of care afforded by LSU, as well as the responsibilities of LSU constituents associated with such travel.

II. DEFINITIONS

Director of Global Travel, Safety, & Security (GTSS) – LSU employee in the Office of Global Engagement assigned to lead and coordinate the emergency response in an international crisis. As incidents evolve, other LSU staff may be called upon by the Director of GTSS to assist with emergency response duties as necessary. The Chancellor has the authority to recall international travelers during an emergency.

Foreign Adversary – As defined by § 791.2 of the [Code of Federal Regulations](#), *any foreign government or foreign non-government person determined by the Secretary to have engaged in a long-term pattern or serious instances of conduct significantly adverse to the national security of the United States or security and safety of United States persons.*

Foreign Adversary Countries – 15 CFR §7.4 [Determination of Foreign Adversaries](#) identifies the foreign adversary countries.

International Crisis – Any actual or immediate event that negatively impacts the health, safety, or security of LSU faculty, staff, or students traveling outside of the U.S. within an official LSU capacity. The Director of Global Travel, Safety, & Security (GTSS) facilitates the implementation and coordination of the emergency response to these incidents.

International Crisis Response Team (ICRT) – A core group of university staff who work with university travelers and LSU Study Abroad to respond to international crises, as well as subject matter experts who may be needed to assist with an emergency response. This group is led by the Director of Global Travel, Safety & Security and is called upon as needed depending on the circumstances of an international crisis.

International Travel Oversight Committee (ITOC) – Committee led by the Senior Vice Chancellor for Academic Affairs & Provost or designee that includes representatives from units across the

institution, including the Office of Research & Economic Development, Accounting Services, Office of Risk Management, and two faculty members. The ITOC is responsible for reviewing requests for travel to restricted regions (Level 3 and 4 locations as rated by the U.S. Department of State) and designated foreign adversary countries.

Official International Travel – Travel outside the 50 states, including travel to U.S. territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan) and possessions, and travel in international waters, undertaken to carry out university duties, responsibilities, programs, academic activities, research activities, or other official business. Official international travel includes any travel for which university approval, university support, or university resources are used, regardless of funding source. Funding sources include university operating funds, sponsored program funds, affiliate or foundation funds, gifts, contracts, grants, and third-party support when the traveler is acting in official capacity.

This definition applies to:

- A. **Employees** conducting university business such as instruction, research, performances, exhibitions, service, outreach, conferences, recruitment, or administrative functions.
- B. **Students** participating in university-sponsored, university-administered, credit-bearing, or university-recognized activities, including study abroad, research, performances, exhibitions, internships, conferences, competitions, fieldwork, and registered student organization travel when representing the university.
- C. **Other authorized individuals or guests** participating in university programs abroad, conferences, research, coaching or mentorship, etc.

Personal or leisure travel is not considered official international travel unless it is incidental and concurrent with official travel and compliant with all applicable university policies.

Restricted Regions – Includes countries or regions of a country with a “Level 3 – Reconsider Travel” or “Level 4 – Do Not Travel” [Travel Advisory](#) issued by the U.S. Department of State.

University Travel Assistance Provider – A travel vendor contracted by LSU to assist global travelers with managing international risks and emergencies (e.g., On Call International).

III. GENERAL POLICY

All individuals, including employees, students, and other authorized individuals affiliated with LSU who plan to travel on official international business must follow this policy and register their travel in advance.

Official international travel must be approved when the traveler is an employee or when the travel is supported with funds governed by [PM 13 University Travel](#). All other official international travel by students or other authorized individuals must be registered using an LSU-affiliated e-mail account if available but does not require approval unless otherwise specified in this policy. Pre-travel approvals and post-travel reimbursements are to be conducted in accordance with [PM 13 University Travel](#). Post-travel reimbursements are processed within LSU’s financial system of record (e.g., Workday).

The university may limit, condition, delay, or deny official international travel to destinations with elevated risks. Travel to restricted regions, foreign adversary countries, or other high-risk destinations requires additional review and approval (see Section V). Travel that is not registered or approved when required will not be considered official and may not be eligible for reimbursement, insurance coverage, or university support.

All travelers are expected to prepare for their travel by reviewing safety, health, cultural, legal, and security considerations and by practicing reasonable precautions while traveling. Travelers share responsibility for understanding local conditions, planning for safe travel, and conducting themselves in a manner that reduces risks to their own safety and well-being. Travelers are highly encouraged to contact the Global Travel, Safety, & Security Office to address any associated concerns.

All official international travel must comply with university policies, including the [LSU Student Code of Conduct](#), research security requirements in [PS 46 Research Security for Federally Funded Research](#), export control regulations per [PM 45 Compliance with Export Control Regulations](#), Conflict of Interest disclosures, data protection expectations, and safety expectations for international academic or research activity.

Travelers must report incidents abroad in a timely manner and coordinate with the University Travel Assistance Provider and university personnel for medical and security assistance.

IV. TRAVEL REGISTRATION

All LSU employees, students, and other authorized individuals engaging in official international travel must register their travel using their LSU login ID if available and complete any required approvals before departure. Registration ensures the university is aware of official travel abroad and can provide guidance, support, and access to international travel insurance. Registration occurs in the system appropriate to the traveler type:

A. Employees

Employees are defined as faculty, staff, and graduate assistants who travel internationally – with or without university and/or affiliate funding – to conduct university business within one’s capacity, such as participation in research, performances, exhibitions, conferences, teaching endeavors, or technical assistance activities. The official international travel registration must be made through the Workday Spend Authorization process. The Spend Authorization must be completed and approved prior to making any travel arrangements and/or before the start of travel. A Job Aid is available on the [LSU Accounts Payable & Travel website](#).

B. Students

Students are defined as LSU graduate and undergraduate students, traveling internationally as individuals or in groups – without university and/or affiliate funding – for any LSU-sponsored, LSU-administered, or LSU-related activity/program (including, but not limited to, activities such as taking part in official study abroad programs, participating in recognized student organization trips abroad, participating in athletics, music performances, or art exhibits, conducting research, attending conferences, or technical assistance activities). The official international travel registration must be made through the Office of Global Engagement/LSU

Study Abroad. Students who are also LSU employees (such as student workers) should register through the Office of Global Engagement when the travel is affiliated with their academic program and not their employment.

C. Other Authorized Travelers or Guests

Individuals who are not LSU employees or students, but who participate in official international travel as part of an approved university program, invitation, or activity, must have their travel registered. If the traveler is receiving payment or reimbursement from LSU, they will need to contact the university department with which they are traveling to ensure the trip has been registered and approved prior to departure. For guest travel for which the university is not responsible for any travel-related expenses, registration should be done via the Guests and Other Affiliates International Travel Registration on the [International Travel website](#). Authorized travelers or guests must comply with all applicable safety, conduct, and risk management expectations established by the university.

Personal Travel

Personal travel that is not connected to official international travel should not be registered. Personal travel alone does not qualify as official international travel and will not receive university support, insurance coverage, or crisis assistance. When personal travel days are added to official international travel, the traveler must follow [PM 13 University Travel](#) for reimbursement rules.

V. HIGH-RISK TRAVEL APPROVAL

Due to the acute risks associated with health, safety, and security, travel to restricted regions (Level 3 and Level 4 rating by the U.S. Department of State and/or countries identified as foreign adversaries) require special efforts to mitigate risk and, when necessary, calls for the avoidance of travel altogether. **The university requires all travel to restricted regions or those identified as foreign adversary countries to be submitted 30 days in advance for approval by the Senior Vice Chancellor for Academic Affairs & Provost or designee.** The International Travel Oversight Committee (ITOC) reviews high-risk travel requests and acts in an advisory capacity for such approvals.

No student, faculty, or staff can be required to travel to a restricted region.

A. Approval Process to Travel to Restricted Regions and Foreign Adversary Countries

Travel to restricted regions and/or countries identified as foreign adversaries must be approved by the Senior Vice Chancellor for Academic Affairs & Provost or designee at the recommendation of the ITOC. Each traveler must complete the appropriate approval process prior to travel and will be expected to:

1. Provide a compelling justification as to why the travel is required and how it fulfills the mission of the university. The justification should include why no lower risk alternative travel location is available.
2. Address mitigation for major health, safety, and/or security concerns.

3. Provide a detailed itinerary.

Requests for travel to restricted regions and/or countries identified as foreign adversaries should be submitted *30 days in advance* of the proposed departure date or as soon as the trip is known. Late requests cannot be guaranteed a decision prior to the proposed departure date and may result in a denied application and/or delayed start date for travel. The university reserves the right to withhold reimbursement and/or take other disciplinary actions for unauthorized travel.

The following documentation is required:

1. [AS295 Request to Travel to Restricted Regions for Individual Travelers](#) or [AS296 Request to Travel to Restricted Regions for Student Study Trips](#)

Note: The form must be completed in its entirety and signed by the appropriate Dean/Director and Department Head/Chair prior to submission for approval.

2. AS298 High Risk Travel Release and Waiver (available upon request through Accounts Payable & Travel) is required in the event that the high-risk travel request is not approved, and the traveler chooses to proceed with the travel. The form must be signed by each traveler. The form should be notarized with two witnesses to acknowledge the release.

Upon approval from the Senior Vice Chancellor for Academic Affairs & Provost or designee at the recommendation of the ITOC, the [AS295](#) or [AS296](#) forms will be returned to the traveler.

Upon approval for travel to a restricted region, where applicable, the traveler should register with the U.S. Embassy/Consulate of the country where travel will occur through the [Smart Traveler Enrollment Program](#) if a U.S. citizen. Participations of other nationalities can look at their respective country's equivalent system to register their travel, if so desired.

The university will not support or approve travel to restricted regions, including to foreign adversary countries, that takes place without adhering to the requirements of this policy.

B. Faculty Expert Travel to Restricted Regions

Faculty who require repeated or time-sensitive travel to restricted regions for essential research or academic duties may use an alternative annual approval process, provided they meet one of the two categories described below. This process applies only to restricted regions. Travel to foreign adversary countries must adhere to the prior approval process outlined in Section V. A.

Two categories of faculty may request annual approval under this process:

1. Regional Experts, who possess disciplinary expertise or significant experience in the specific geographic region, or

2. Field Experts, whose research or academic responsibilities require in-field work in restricted regions, even if they are not regional specialists.

Faculty requesting annual approval must submit the following documentation:

1. Letter of Support: A signed endorsement from the appropriate Dean/Director and Department Head/Chair confirming the necessity of travel, the faculty member's preparedness to mitigate risks, and whether the faculty member is a Regional Expert or a Field Expert whose job duties require frequent or last-minute travel.
2. Faculty Statement: A signed statement from the faculty member demonstrating awareness of the risks, describing their preparedness to mitigate those risks, and explaining the essential nature of the work. Regional Experts must document their expertise in the region. Field Experts must document their relevant expertise, training, or field-specific risk preparation.

The ITOC will review the documents and make a recommendation to the Senior Vice Chancellor for Academic Affairs & Provost or designee. If approved, the faculty member may travel to the designated restricted region for one calendar year. Trip-specific registration and documentation required under Subsection A must still be completed for each trip, but individual trip approval is not required. The Chancellor retains the right to withdraw this approval and/or require the faculty to return to the U.S.

C. Enhanced Requirements for Travel to Foreign Adversary Countries

Pursuant to [LS A-R.S. 17:1826.4](#), travel to a foreign adversary country is subject to pre-approval and screening by the university for any employment-related travel to foreign adversary countries and employment-related foreign activities engaged in by any faculty member, researcher, or any other research department staff with foreign adversaries through the process outlined in Subsection A.

Approval shall be in accordance with the procedures of this policy based on the binding commitment of travelers to foreign adversary countries to comply with all federal laws and university obligations governing foreign engagements, including the requirements in [PM 45 Compliance with Export Control Regulations](#), the research security expectations in [PS 46 Research Security for Federally Funded Research](#), and the financial Conflict of Interest disclosures in [PS 98 Financial Conflicts of Interest in Research](#), as well as all limitations the university establishes for international activity.

Any person subject to this Section traveling abroad representing the university, upon return, shall report any gifts of funds or promises to pay offered by a foreign adversary or any entity representing the interests of a foreign adversary. See the [LSU Office of Research & Economic Development Conflicts of Interest website](#) for more information regarding reporting and disclosing financial interests when traveling internationally.

The university shall maintain records of all employment-related foreign travel requests and

approvals to foreign adversary countries; expenses reimbursed by the institution or affiliate organization of the institution during travel, including for transportation, food, and lodging; and payments and honoraria received during the travel and activities, including for transportation, food, and lodging.

The university shall keep records of the purpose of the travel and any records related to the foreign activity review. These records shall be retained for at least three years or longer if required by any other applicable state or federal law.

The university shall provide an annual report of travel to foreign adversary countries listing individual travelers, foreign locations visited, and foreign institutions visited to the LSU Board of Supervisors.

D. Cancellation of Approval

The university reserves the right to cancel any approved travel prior to departure to the restricted region, including to the foreign adversary country, if the level of risk increases, or for any reason, at the university's discretion.

E. Travel Evacuation or Advisory Issued During Travel Status

If a traveler is in a restricted region, including to a foreign adversary country and a security evacuation is issued, the traveler must accept evacuation assistance and return to the U.S. or move to a safe location immediately. If a travel advisory is issued, the traveler may be requested to return to the U.S. or move to a safe location.

F. Penalties for Violations

The university will not support or approve travel to restricted regions, including to foreign adversary countries, that take place without adhering to the requirements of the university's travel policy. The university recognizes the right to withhold reimbursement and/or take other disciplinary actions for unauthorized travel to restricted regions, including to foreign adversary countries.

VI. INTERNATIONAL TRAVEL RISK MANAGEMENT

International travel carries elevated health, safety, security, and compliance risks. Travelers are encouraged to prepare thoughtfully, stay informed, and use university resources to support safe and successful travel.

A. Travel Risk Awareness

When planning official international travel, travelers are encouraged to contact LSU's GTSS office and/or review the GTSS landing page, review U.S. Department of State [Travel Advisories](#), and monitor any changes as travel approaches. Travelers should also use resources on the university's [International Travel website](#), including destination guidance from the University Travel Assistance Provider. These materials offer helpful information about local

medical capacity, security conditions, cultural expectations, transportation considerations, and health or entry requirements. Reviewing this information early supports informed preparation and helps travelers understand conditions that may affect the trip.

B. Pre-Travel Information and Support

Registered travelers receive pre-travel communications from the University Travel Assistance Provider with destination guidance, safety considerations, and instructions for accessing assistance while abroad. Travelers are encouraged to read and follow these materials so they are familiar with available support and what to do if conditions change. Contact the GTSS office should there be any further clarifications needed.

C. Safety and Conduct Expectations During Travel

Travelers are encouraged to maintain situational awareness, follow local laws, and use good judgment in day-to-day activities. Travelers should pay attention to alerts from the University Travel Assistance Provider and U.S. Embassies or Consulates and take reasonable precautions to safeguard travel documents, valuables, devices, and university information.

D. Responsibilities of Group Leaders

Faculty and staff leading groups must ensure all participants complete required registration steps before departure and should maintain accurate itineraries and rosters while abroad. Group leaders must report incidents or concerns to the University Travel Assistance Provider or appropriate university offices in a timely manner. Group leaders are also encouraged to work with the GTSS Office during planning to review program risk and safety considerations and prepare for incident response.

E. Changes to Risk Conditions

Travel conditions can change quickly. The university may modify, delay, or cancel official international travel when emerging circumstances create elevated risks. Travelers are encouraged to remain flexible and responsive to updated guidance and follow any directives issued by the university.

VII. CRISIS RESPONSE

A. What Travelers Should Do During a Crisis

Travelers should take appropriate steps to protect their safety when an incident occurs abroad. Travelers should contact local emergency services when needed for urgent medical, safety, or security concerns. Students participating in university group travel should notify their faculty or group leader as soon as it is safe to do so and must follow the guidance and instructions provided by their group leader throughout the incident. Impacted travelers or group leaders should then contact the University Travel Assistance Provider for medical, security, or evacuation coverage and support. Contact with the travel assistance provider may be made by email, by phone, or through the mobile application as soon as possible. Travelers may also notify the GTSS office if additional university assistance is needed. The Travel Assistance Provider will also reach out to inform the Director of GTSS on any related emergency/crisis.

If a security evacuation is issued by the Chancellor, the University Travel Assistance Provider, or relevant government authorities, the traveler must accept evacuation assistance and return to the U.S. or move to a safe location immediately. Travelers who disregard official evacuation orders assume personal liability and may forfeit reimbursement, insurance coverage, or institutional support.

Faculty or staff leading group travel should assist in verifying the safety and status of all participants, gathering initial information about the incident, and coordinating communication with the University Travel Assistance Provider and the GTSS Office when support is needed. Group leaders serve as the on-site point of coordination for their student groups, and the GTSS Office provides guidance and institutional support to assist these efforts.

B. Communication During Crises

Communication is key to effective crisis response. Timely, accurate, and reliable communication among travelers, group leaders, the University Travel Assistance Provider, and the university is essential for coordinated decision-making during an incident. Travelers and group leaders should use the contact information provided during travel preparation to ensure the university and assistance provider can reach them at the earliest opportunity, if conditions change.

C. University Crisis Coordination Structure

The university responds to international crises through coordinated actions led by the GTSS Office, with support from the International Crisis Response Team (ICRT) and the University Travel Assistance Provider. The travel assistance provider supplies real-time alerts, medical triage, and immediate security assistance to all registered travelers.

The Director of GTSS serves as the primary university official responsible for coordinating institutional support and will proactively monitor global events that may affect registered travelers. When appropriate, the Director of GTSS may contact travelers using the information provided during the travel registration process. The ICRT consists of university offices identified in Appendix A. The Director of GTSS and ICRT shall maintain guidelines for evaluating and responding to international incidents and may activate additional university resources as needed.

D. University Actions During a Crisis

The university may become aware of an incident through traveler reports, alerts from the travel assistance provider, or proactive monitoring by the GTSS Office. Upon notification of a crisis, the GTSS Office will gather available information, assess the situation, and determine whether activation of the ICRT is necessary. The Director of GTSS and ICRT will coordinate communication with travelers and group leaders, provide safety guidance, and support actions such as shelter-in-place decisions, relocation, itinerary changes, or evacuation.

Travelers and group leaders are expected to comply with instructions issued by local authorities, the University Travel Assistance Provider, and the university.

E. Post Incident Review and Support

The Director of GTSS and ICRT will remain engaged until the incident is resolved and traveler safety is confirmed. After the incident(s), the university will review the response to determine whether updates to procedures, communication practices, or available support resources are needed. Travelers may be referred to appropriate university support services, including medical care, counseling services, academic offices, or human resources depending on the nature of the incident.

VIII. INFORMATION SECURITY AND EXPORT CONTROL

International travel increases risks related to data security and the handling of controlled information. When traveling abroad, LSU employees should be familiar with export control regulations as outlined in [PM 45 Compliance with Export Control Regulations](#), [PS 46 Research Security for Federally Funded Research](#), and LSU IT policies that govern data protection, including [PS 120 Information Security Program](#) and [PS 126 Encryption](#).

Researchers need to make sure that any information discussed, or items taken out of the U.S., are either not controlled, or if controlled, the proper licenses are in place. Researchers, as individuals, and LSU can be held liable for improperly transferring controlled information and/or technology. One of the greatest risks of transferring controlled technology is traveling with or accessing export-controlled information outside of the U.S.

To reduce information security risks, travelers are encouraged to use a clean laptop or LSU issued loaner device that does not store controlled or sensitive data. Travelers should use encrypted devices, access LSU systems through the university VPN, avoid public Wi Fi without a VPN, and safeguard university credentials at all times while abroad.

More information can be found on the [LSU Office of Research & Economic Development Export Control website](#) and [LSU IT Security & Policy website](#).

IX. SOURCES

[Code of Federal Regulations, § 791.2](#)
[Determination of Foreign Adversaries](#)
[LS A-R.S. 17:1826.4](#)
[Smart Traveler Enrollment Program](#)
[U.S. Department of State Travel Advisories](#)
[PM 13 University Travel](#)
[PM 45 Compliance with Export Control Regulations](#)
[PS 46 Research Security for Federally Funded Research](#)
[PS 98 Financial Conflicts of Interest in Research](#)
[PS 120 Information Security Program](#)
[PS 126 Encryption](#)

X. APPENDICES

[AS295 Request to Travel to Restricted Regions for Individual Travelers](#)

[AS296 Request to Travel to Restricted Regions for Student Study Trips](#)
[LSU Accounts Payable & Travel website](#)
[LSU IT Security & Policy website](#)
[LSU International Travel website](#)
[LSU Office of Global Engagement website](#)
[LSU Global Travel, Safety, & Security Office website](#)
[LSU Office of Research & Economic Development Conflicts of Interest website](#)
[LSU Office of Research & Economic Development Export Control website](#)
[LSU Office of Risk Management International Travel Insurance website](#)
[LSU Office of Risk Management website](#)
[LSU Student Code of Conduct](#)
[LSU Study Abroad website](#)

APPENDIX A

International Crisis Response Team Units
Office of Global Travel, Safety, & Security
Accounts Payable & Travel Office
Division of Student Affairs
Legal Affairs and General Counsel
LSU Police
Marketing & Communications
National Center for Biomedical Research & Training
Office of Academic Affairs
Office of Emergency Preparedness
Office of Global Engagement
Office of Human Resource Management
Office of Research & Economic Development
Office of Risk Management
Office of the President
Student Health Center