

Guide for International Travel

TRAVEL APPROVAL

Proper Travel approval needs to be obtained prior to conducting international travel.

- Supervisor/Chair
- Fund Administrator
- Dean or designee
- Export Controls

EXPORT CONTROLS

Export Controls refers to any item, technology, or software that is sent from the United States to a foreign destination; this is not limited to items that are shipped. E-mail, phone conversations, letters, travel, or packages sent to/brought to foreign soil fall under the parameters of export control regulations.

- International Travel for University business must be reviewed by Export Controls.
- University equipment taken on personal travel should be reviewed.

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<https://www.slu.edu/compliance-ethics/export-controls.php>

TECHNOLOGY

The following guidelines should be adhered to while traveling internationally with technology:

- Your laptop should be encrypted through ITS prior to international travel;
- It is recommended that you use a Virtual Private Network (VPN) while traveling internationally;
- Do not connect to any unsecured Wi-Fi hotspots;
- Secure your laptop or other mobile device with a strong password, OS Security Updates, anti-virus, and firewall software;
- Before you travel, back up your files;
- Keep devices under your control at all times; or use hotel safe when available;
- If you have additional questions about securing devices, contact sluaware@health.slu.edu;
- If an incident occurs while travelling, immediately contact sluaware@health.slu.edu.

TRAVEL INSURANCE

As part of Saint Louis University's business travel accident program, University employees who work 32 hours a week or more and travel on University sponsored business may be entitled to international travel accident coverage for you, your spouse, and/or children traveling with you.

Please visit the Risk Management and Insurance International Travel page to download and print a copy of your AIG Benefits Travel Assist Card to take with you throughout your travel.

<https://www.slu.edu/facilities/risk-management-insurance/insurance/travel-insurance.php>

INFORMATION

Avoid storing any personally identifiable information or sensitive research data on a device you intend to take on your trip unless it is essential for the purpose of your trip. Laptops are required to have encryption software installed, however if the device is lost, stolen, or otherwise compromised, you may never be able to recover the stored data.

Take only the information you need for presentation or business purposes. Back up your data and leave a copy in a secure location such as your office or on an appropriate University server directory.

Be cautious of unsolicited requests and questions about your research or other sensitive information.

STUDENTS

Saint Louis University recognizes the risks to safety and security of students who travel internationally, and particularly to students who travel to countries in which the U.S. Department of State or Centers for Disease Control and Prevention has issued a travel warning.

Departments, units or individual students who wish to administer or participate in student international travel in a country under a current U.S. Department of State or Centers for Disease Control and Prevention travel warning may request to appeal the program suspension through the International Travel Advisory Committee. The entire travel warning policy and a copy of the appeal may be found on <https://www.slu.edu/study-abroad/going-abroad/health-and-safety/travel-advisory-policies.php>

TRAVEL ADVISORY WARNINGS

The State Department issues travel warnings and alerts for countries, review to learn about any that pertain to your travel destination, so you can be better prepared.

<http://travel.state.gov/content/passports/english/alertswarnings.html>

The Center for Disease Control and Prevention provide travel notices to travelers about current health issues about specific destinations.

<http://wwwnc.cdc.gov/travel/notices>

Travel Advisory Committee-if you are a student or taking students, you will need to receive permission from the Travel Advisory Committee before traveling to a country on one of the above lists.

FAA HAZARDOUS MATERIALS

The FAA restricts numerous items (i.e. Lithium batteries, aerosol whipped cream) from being transported on aircraft in carry-on or checked luggage. Please check the FAA restrictions prior to flying to ensure you are not violating FAA Hazmat rules.

http://www.faa.gov/about/initiatives/hazmat_safety/