Information

International Travel

Effective

August 10, 2021

Applicability

This policy applies to University of Louisville employees (administrators, faculty, and staff), students, and other persons traveling internationally on University of Louisville business.

Administrative Authority

Executive Vice President and University Provost

Responsible Unit

Division of International Affairs

University of Louisville

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History

This policy incorporates and replaces the Travel Warning Policy approved by the Provost on September 18, 2009. The online Travel Registry replaces the Out of Country Travel Procedures approved and implemented on May 13, 1999.

Revision Date(s): November 30, 2021; November 11, 2025

Reviewed Date(s): November 11, 2025

Categories

Reason for Policy:

The University of Louisville supports and encourages its employees and students to participate in international travel activities and promotes opportunities for international study and research. The purpose of this policy is to protect students, employees, and other persons traveling abroad on University of Louisville business and to reduce risks associated with international travel.

Statement:

The University of Louisville (University) is committed to the health and safety of individuals traveling abroad for University educational or business purposes. The University requires all employees, students, and other persons traveling internationally on its behalf to comply with the conditions outlined in this policy.

All employees, students, and other persons traveling on University business are required to receive the Provost's Office approval prior to departure. All employee travel requests, with complete itinerary, should be submitted in UofL's Travel Registry no less than twenty (20) working days prior to departure. Instructions to complete a travel request can be found on the Faculty & Staff International Travel webpage. Student non-credit travel should be submitted in UofL Travel Registry no less than twenty (20) working days prior to departure. Student credit-bearing travel should be entered in the Office of Education Abroad Cardinals Abroad Portal. Once approved, a traveler will receive approval via email with travel insurance information.

The grid below identifies the correct portal and current travel restrictions based on Department of State (DOS) Travel Advisories.

Type of Travel

Registration Portal

DOS Level 1

DOS Level 2

DOS Level 3

DOS Level 4

Student (non-credit)

Travel Registry

Routinely Approved

Routinely Approved

Risk Mitigation Statement Required for Provost's Approval

Prohibited

Student (credit-bearing)

Cardinals Abroad Portal

Routinely Approved

Routinely Approved

Risk Mitigation Statement Required for Provost's Approval

Prohibited

Employees (Administrators, Faculty, & Staff)

Travel Registry

Routinely Approved

Routinely Approved

Risk Mitigation Statement Required for Provost's Approval

Risk Mitigation Statement Required for Provost's

Consideration

Other Persons

Travel Registry

Routinely Approved

Routinely Approved

Risk Mitigation Statement Required for Provost's Approval

Prohibited

DOS Travel Advisories

Level 1 - Exercise Normal Precautions

Level 2 - Exercised Increased Precautions

Level 3 - Reconsider Travel*

Level 4 - Do Not Travel*

*Countries with DOS Level 3 and Level 4 Travel Advisories require the completion of a Risk Mitigation Statement in the Travel Registry.

Travelers who do not receive Provost's Office approval prior to departure may not be reimbursed for any out-of-pocket expenses incurred.

No student, employee, or other person traveling shall be **required** to participate in an international activity under University auspices.

Securing University Devices and Data

Any person traveling internationally on behalf of the University who intends to take University devices or data or access such information while abroad must adhere to Information Technology Services (ITS) and the Office of Research Integrity's (ORI) requirements and review the University's Information Security policies on how to safeguard the University devices and data. Questions regarding the information security policies may be directed to isopol@louisville.edu. Technical questions should be directed to the ITS Helpdesk or your Tier 1.

Any person who intends to travel with or gain access to University research data while abroad shall comply with ORI Clean Laptop Program procedures.

Traveling to Office of Foreign Assets Control (OFAC) Sanctioned Countries

When traveling to countries on the Office of Foreign Assets Control's (OFAC) Sanctions List, employees must receive approval from the Office of Research Integrity. The employee or student must contact the ORI to obtain appropriate government licenses, complete necessary forms or agreements, and complete required training prior to approval for travel being granted.

Policy Compliance

Failure to comply with this policy will result in individuals not receiving approval for international travel, will result in the University not approving reimbursement requests related to such travel, may result in increased personal and financial risks to the individual traveling, and may result in individuals being subject to disciplinary action in accordance with University policy.

Interim Policies Necessitated by Extraordinary Circumstances

In any situation involving a Travel Advisory, Travel Health Notice or Travel Health Warning (the special conditions that caused the advisory, notice, or warning to be issued) may warrant additional or different University interim policies and precautions. In such a case, the Executive Vice President and University Provost has the authority to establish such interim policies and precautions in consultation with University officials as deemed appropriate under the circumstances. In the case of any conflicts between the interim policies and precautions and this policy, the interim policies and precautions will take precedence over this policy.

Related Information:

CDC Travel Health Notices

Zurich Travel Insurance

UofL Controller's Travel Policy

Forms/Online Processes:

International Travel Procedures