Domestic and International Travel

We continue to ask administrators, deans, directors, and chairs to carefully evaluate and make wise decisions related to college, department, and unit travel using the principles of “prudence” and “essentiality” under the following guidelines:

- University employees and students should not travel to countries on either the “BYU Travel Alert List” (found at http://travelsmart.byu.edu/) or the U.S. State Department “Travel Warning” list (found at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html). These two lists are updated frequently and are not necessarily the same due to additional considerations for BYU employees and students. Faculty should avoid submitting abstracts for presentations or conferences in countries on these warning lists.

Requests for exceptions for faculty, staff, and administrators should come to the International Vice President for review.

Exceptions are not granted for students.

- Faculty, administrative, and staff travel should be critical to unit, department, or college business. If faculty are involved, the travel should be essential to a professor’s rank-and-status progress.

- Activity that could be done via telephone or other electronic communication can replace some travel.

- If the travel is essential, it should be done by the fewest number of people as possible.

- Faculty requests to be “tour group leaders” should follow the tour policy in the electronic handbook.

ALL international travel by students on BYU-sponsored programs (study abroad, internships, field studies, mentored grants, ORCA grants, etc.) must be registered through the International Study Programs Office in the David M. Kennedy Center.

While the complete moratorium on student travel to the Russian Federation has been lifted, we are asked to be extremely careful and cautious regarding student travel in the region. Individual student experiences in the Russian Federation, such as ORCA or mentored grants, internships, etc., should be sent to the International Vice President for review and approval. Countries in the Russian Federation are: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz Republic, Moldova, Russia, Tajikistan, Turkmenistan, Uzbekistan.

A number of countries have been designated by the U.S. as “state sponsors of international terrorism.” Strict sanctions are imposed on those countries and affect economic and export agreements. Invitations to individuals from these countries for BYU-sponsored visits should be cleared by the International Vice President before invitations are sent. These countries are Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria. Agreements or contracts that include provision of funds, goods (especially technology or computer equipment) are subject to Department of Commerce regulations and should be reviewed by the International Vice President before being initiated.

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