

## Faculty/Staff Travel Warning Policy

UNLV sets guidelines relating to how, when and where faculty/staff may travel for UNLV-associated travel as it pertains to countries with an active Travel Warning. Accordingly, UNLV observes the following policy:

**If the United States Department of State or the Centers for Disease Control issue a Travel Warning for a particular country or region within a country, UNLV will suspend approval for travel by UNLV faculty/staff in that country, as well as travel through that country, as long as the warning is in effect, unless an application for a waiver of such policy is granted. A similar policy is in effect for UNLV-related student travel, and these policies exist in deference to U.S. State Department and Centers for Disease Control security expertise in an effort to maintain the safety of UNLV faculty, staff, and students on UNLV-related travel.**

See current Travel Warnings at <http://travel.state.gov> and <http://wwwnc.cdc.gov/travel/notices>.

Faculty/Staff may seek a waiver to this policy by submitting a written waiver application to the Travel Risk Assessment Committee. The committee may seek input from faculty, staff and/or consultants with expertise in the proposed country, region or project in reviewing the application for a waiver to this policy.

**A written waiver application to a country or region with a Travel Warning must address the following:**

- The traveler must offer a compelling academic rationale for travel to the selected country, outlining how a presence in only that country will advance her/his academic goals and aid her/him in the pursuit of her/his scholarly or administrative work, and detailing why pursuits in another country will not advance adequately the goals he/she has outlined.
- The traveler must articulate what steps he/she has taken to inform himself/herself of the safety and security risks that travel to the selected country may pose, demonstrate that he/she has considered such risks in a thoughtful and deliberative manner and articulate what steps he/she has taken or will take to mitigate such risks.
- The traveler must demonstrate that he/she has read and understands the current U.S. Department of State and/or Centers for Disease Control Travel Warning for the selected country and, that if such waiver is granted, he/she will complete all appropriate forms and releases required by UNLV prior to travel.

Specific instructions regarding the waiver application are appended to this policy. If the committee denies the waiver application, that denial shall be final and shall not be reconsidered or appealed.

If a faculty or staff member is already in the country or region when the Travel Warning that prohibits, forbids, or recommends deferral of all but essential travel to a particular country or region is issued, the Travel Risk Assessment Committee shall make a recommendation to the Executive Vice President and Provost as to whether the traveler shall be required to leave the country or region. The decision of the Executive Vice President and Provost shall be final.