

**Policy Number: 215.1**

**Policy: Foreign Travel**

**Effective Date: 3/2013**

**Revision Date: 3/2013**

**Approved by: Business Services Director**

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**POLICY:**

I. Foreign Travel:

- A. The University recognizes the importance of providing international experiences for faculty, staff, and students. This policy is intended to promote the health, safety and security of all members of the campus community when traveling internationally for university related activities. As defined in [MUS Policy 325](#).

1. The University has set forth the approval process for all University travel in the [Policy](#) and [Procedures](#) 215.0.

B. Definitions:

2. Student Travel - University related International Travel taken by one or more students for credit or not for credit. Examples include but are not limited to:
- a. Study abroad programs, group student travel whether accompanied by a faculty member or not, internships, practica, student teaching, university service, conferences, or research
  - b. Travel by registered student organizations, club sports or varsity athletic teams.
  - c. Activities funded in whole or in part by a campus, including sponsored research grants, university contracts, F&A funds or other university administered funds.
3. Faculty and staff travel - University related International Travel taken by faculty or staff. Examples include, but are not limited to:
- a. Business trips
  - b. Conferences
  - c. Leading a faculty directed study abroad program or otherwise accompanying students
  - d. Research
  - e. Sabbaticals
  - f. Teaching
  - g. University service
4. Student – undergraduate and graduate students
5. Faculty – tenured, non-tenured and adjunct faculty employed by the Montana University System
6. Staff – Montana University System employee