

INTERNATIONAL TRAVEL



Oregon State
University

Changes to International Travel Policy

- Established better expectations for role of the International Travel Review Committee (ITRC) Senior administrator's retain final approval authority.
 - Senior International Officer or Designee
 - Faculty Representative
 - Insurance and Risk Management Services
 - Research Office
 - University Information and Technology
 - OSU GO
 - Office of Academic Affairs
 - Student Health Services
 - Controller's Unit
- Export Controls section revised.
- Data Security section added.

Changes to International Travel Policy

- University-sponsored international travel changed to “university-related” with expanded examples.
- Established ability for Senior Administrators to delegate.
- Broke out what was previously “High Risk” designation into two categories.
 - High Risk
 - Intermediate Risk
- Established requirements for each risk level.

Process Requirements

High-Risk Destination

- High Risk Travel Request Form
- Supervisor Letter of Support
- Senior Administrator Approval
- +All Intermediate Risk Steps

Intermediate-Risk Destination

- Provide Emergency Contacts
- Dept of State STEP Registration
- Provide Travel Itinerary

All Travelers to Intermediate-Risk or High-Risk Destinations will be given a location-based risk summary.

Risk Rating Data Sources

High-Risk Destination

- Department of State - Level 4
- CDC Travel Health - Level 4
- International SOS - Extreme
- Export Controls
- Data Security

31 Countries

Intermediate-Risk Destination

- Department of State - Level 3
- CDC Travel Health Notice - Level 3
- International SOS - High
- Export Controls
- Data Security

70 Countries

Risk Rating Data Sources

Oregon State University Risk Ratings

Risk Rating Key

Centers for Disease Control (CDC)	OSU Rating	Department of State (DOS)	OSU Rating	ISOS Rating	OSU Rating
Level 4 - Avoid All Travel	High Risk	Other	Requires consult	Level 5 - Extreme	High Risk
Level 3 - Reconsider Nonessential Travel	Intermediate Risk	Level 4: Do Not Travel	High Risk	Level 4 - High	Intermediate Risk
Level 2 - Practice Enhanced Precautions	Low Risk	Level 3: Reconsider Travel	Intermediate Risk	Level 3 - Medium	Low Risk
Level 1 - Practice Usual Precautions	Low Risk	Level 2: Exercise Increased Caution	Low Risk	Level 2 - Low	Low Risk
		Level 1: Exercise Normal Precautions	Low Risk	Level 1 - Insignificant	Low Risk

OSU Designated Risk Levels

High Risk
Requires Consult
Intermediate Risk
Low Risk

Country	Country Code	Medical Risk Rating	Security Risk Rating	CDC Travel Health Notices	DOS Travel Advisory	Export Controls & Data Security	Overall OSU Rating		
							Prior Period	Current Period	Risk Changed?
China	CN	Low Risk	Low Risk		Intermediate Risk	Requires Consult	Requires Consult	Requires Consult	
Hong Kong (China SAR)	HK	Low Risk	Low Risk		Low Risk	Requires Consult	Requires Consult	Requires Consult	
Macao (China SAR)	MO	Low Risk	Low Risk		Intermediate Risk	Requires Consult	Requires Consult	Requires Consult	
Israel	IL	Low Risk	Low Risk	Low Risk	Intermediate Risk		Requires Consult	Intermediate Risk	YES
Mexico	MX	Low Risk	Low Risk	Low Risk	Requires Consult		Requires Consult	Requires Consult	
Cuba	CU	Low Risk	Low Risk		Low Risk	High Risk	High Risk	High Risk	
Iran	IR	Low Risk	Low Risk		High Risk	High Risk	High Risk	High Risk	
Korea, North	KP	High Risk	Low Risk		High Risk	High Risk	High Risk	High Risk	
Russia	RU	Low Risk	Low Risk		High Risk	High Risk	High Risk	High Risk	
Syrian Arab Republic	SY	High Risk	High Risk	Low Risk	High Risk	High Risk	High Risk	High Risk	
Ukraine	UA	Intermediate Risk	Low Risk		High Risk	Requires Consult	High Risk	High Risk	
Antarctica					Low Risk			Low Risk	YES
French West Indies					Low Risk			Low Risk	YES
Saint Barthelemy				Low Risk				Low Risk	YES
Afghanistan	AF	High Risk	High Risk	Low Risk	High Risk		High Risk	High Risk	
Albania	AL	Low Risk	Low Risk		Low Risk		Low Risk	Low Risk	
Algeria	DZ	Intermediate Risk	Intermediate Risk	Low Risk	Low Risk		Intermediate Risk	Intermediate Risk	

Travel Snapshot

Since Inception of Concur

- Travel to 104 Different Countries

High Risk Travel Locations

Main Destination Country	Risk Rating	Trip Count
MEXICO	High Risk	46
CHINA	High Risk	17
ISRAEL	High Risk	13
HONG KONG	High Risk	4
RUSSIAN FEDERATION	High Risk	1
Grand Total		81

Top 10 Destinations by Country

Main Destination Country	Risk Rating	Trip Count
CANADA	Low Risk	289
UNITED KINGDOM	Low Risk	133
GERMANY	Low Risk	96
ITALY	Low Risk	88
FRANCE	Low Risk	78
SPAIN	Low Risk	76
PUERTO RICO	Low Risk	75
CHILE	Low Risk	56
AUSTRALIA	Low Risk	50
JAPAN	Low Risk	47

Intermediate Risk Travel Locations

Main Destination Country	Risk Rating	Trip Count
INDIA	Intermediate Risk	43
NEPAL	Intermediate Risk	14
PALAU	Intermediate Risk	12
VIET NAM	Intermediate Risk	11
CAMBODIA	Intermediate Risk	7

Questions?

Travel & Expense Office

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<https://fa.oregonstate.edu/controllers-unit/travel-and-expense>



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