

UMB INTERNATIONAL TRAVEL RISK POLICY

This policy applies to any international travel done by a person (“Traveler”) under the auspices of any school or department that is part of the University of Maryland Baltimore. It applies to an academic program undertaken by a student, whether or not for credit, and to any other international posting of a student or employee (full or part-time) when done for service, research or training activity undertaken in the course of UMB employment, fulfillment of curriculum requirements, or as part of any other activity sponsored by a UMB school or the UMB campus.

Each Traveler is responsible for:

- 1- Assessing the safety of a proposed destination;
- 2- Assessing the personal financial implications of international travel and/or residence;
- 3- If a student, consulting school academic advisors to determine if travel or study is a good choice and to address related issues, e.g., if financial aid or stipends are available for travel and study abroad;
- 4- Consulting personal advisors to determine if international travel is a good choice and to address health, legal, financial, insurance, and other issues in preparation for travel abroad;
- 5- Reviewing, completing and submitting all required documentation such as: application forms, Out of State Travel form, Warning and Liability Release and emergency contact information forms;
- 6- Obtaining passport, visas, immunizations, and medical insurance;
- 7- Obtaining a card as evidence of coverage under UMB travel accident and casualty insurance, and obtaining insurance instructions;
- 8- Establishing a basic communications plan, such as obtaining a cell phone with international service and providing the number to the school and family;
- 9- Informing school of plan to travel, location and extent of stay;
- 10- Obtaining from the school pre-departure confirmation of information applicable to Traveler’s assignment -- term of assignment, supervisor name, benefits and allowances, housing arrangements.
- 11- Adhering to UMB travel policies.

The Traveler's School is responsible for:

- 1- Making available to the Traveler upon request examples of basic resources to assess safety of travel and the destination, such as links to International SOS, or the Department of State Overseas travel advisory website (see “Basic Resources for Assessing International Travel Safety”);
- 2- For students, providing general information about international assignments;
- 3- Identifying advisors who can help a prospective Traveler address campus-specific issues, such as how financial aid applies to study abroad;
- 4- Establishing a basic plan for communication with a Traveler, such as maintaining a list of each Traveler’s international cell phone number;
- 5- Obtaining completed documentation from the Traveler before departure, such as application forms, Warning and Liability Release, itinerary, emergency and next of kin contact information and proof of medical insurance;
- 6- Providing a card as evidence of Traveler’s coverage under UMB travel accident and casualty insurance and insurance instructions;
- 7- Providing pre-departure confirmation of key issues relevant to a Traveler’s international travel and program/assignment, such as term of program/assignment, supervisor name, benefits and allowances, and housing arrangements.

BASIC RESOURCES FOR ASSESSING INTERNATIONAL TRAVEL SAFETY

The following is a list of some resources may be helpful in researching regional safety issues.

International SOS – UMB contracts with International SOS to provide medical and travel security assistance. www.internationalsos.com/members. Use UMB membership number [11BCAS519702](http://www.internationalsos.com/members) for your UMB-affiliated travel.

The Department of State – DOS issues travel advisories and consular information pages on every country. <http://www.travel.state.gov/>

The Center for Disease Control (CDC) – <http://www.cdc.gov/travel/default.aspx>

The UMB Traveler’s Clinic -- <http://umm.edu/programs/geographic-medicine/patients>

Overseas Security Advisory Council – OSAC fosters the exchange of security-related information between the U.S. government and the American private sector through a variety of reports available on the Web. <https://www.osac.gov>

The Federal Aviation Administration – The FAA provides information regarding airport safety, airline safety, and traveling overseas. <http://www.faa.gov/>

The Association for Safe International Road Travel – ASIRT asserts that motor vehicle accidents are the leading cause of serious injury and deaths for all travelers. ASIRT also provides international travel reports. <http://www.asirt.org/>

World Bank website www.worldbank.org and the **International Monetary Fund** www.imf.org provide technical information on countries.

The New York Times, Washington Post, and Christian Science Monitor offer coverage of international affairs. Foreign local newspapers also provide important access to information. Many countries offer English-language daily or weekly newspapers.

**UNIVERSITY OF MARYLAND BALTIMORE
INTERNATIONAL ASSIGNMENT WARNING
AND RELEASE OF LIABILITY**

SCHOOL & NAME OF ASSIGNMENT: _____

("Assignment" - academic program of a student, faculty or exempt staff (whether or not for credit) international posting of an employee for service, research, or training undertaken by UMB through its employees.)

START/END DATES OF ASSIGNMENT: _____

MAJOR SITES OF TRAVEL, STUDY OR WORK ON ASSIGNMENT:

PLEASE READ CAREFULLY!

In consideration of being permitted to participate in a University of Maryland Baltimore ("UMB") international assignment, I acknowledge that there are elements of risk traveling and living abroad, including but not limited to those that I have been advised about.

I understand that dangers include, but are not limited to, injury, death, property loss, political or civil unrest, crime, and other safety issues. I understand all countries have different laws and standards, including but not limited to those relating to health, welfare, safety, crime, political and religious expression, regulations of businesses and transportation (including airlines, airports, travel by sea, land or air).

I have researched and reviewed material on safety and health and I acknowledge that I have been advised to share this material with my family and to consult my own health, financial and legal advisors as I deem necessary. It is solely my responsibility to acquaint myself with the potential dangers of all aspects of risks associated with international travel, work, and residence.

MEDICAL EMERGENCY

I represent that I am physically and mentally capable of participating in the Assignment and I have no known health restrictions that might jeopardize my safety or the safety of others during my Assignment. I understand that a medical emergency may occur while I am on Assignment. Medical emergency may necessitate the administration of medical care, hospitalization, or surgery. If I am unable to grant permission when emergency treatment is required, I authorize UMB through its authorized representative(s) to secure, and on my behalf to consent to, necessary treatment including, but not limited to, the administration of anesthesia and surgery. I understand that such treatment shall be solely at my expense and I agree to reimburse UMB for any expenses which it may incur on account of my injury or treatment. I understand that I have authorized, not required, UMB to secure medical treatment on my behalf. I understand that medical care for emergency or non-emergency health situations may not be available, and I will not hold UMB responsible if appropriate care cannot be secured. I acknowledge that I must have health and emergency evacuation insurance effective in all destinations during the entire term of my time abroad.

I authorize UMB to convey medical information about me to any person I have identified as an emergency contact or next of kin. If I have a medical power of attorney or "living will", I have provided a copy of it to my UMB department administrator in the United States.

I am aware of provisions, if any, for transportation and accommodations during my Assignment. I acknowledge there may be unavoidable or unforeseen changes of plans, in which case UMB will make reasonable efforts to help secure an appropriate alternative. I am aware these attempts may create greater risk than originally foreseen, and I accept that risk.

PROMISE NOT TO SUE

I promise for myself and my heirs and personal representatives not to make any legal claim against UMB or the State of Maryland, its agents, employees, officers, Regents or representatives for loss or damage of property, personal illness or injury, or death, arising out of travel or activity conducted by or incident to my Assignment, including without limitation claims related to the provision or unavailability of medical treatment.

WITHDRAWAL FROM ASSIGNMENT

I am solely responsible for all costs arising out of my activities as identified by UMB, and all expenses arising from activities not within the formal scope and term of the Assignment, while on leave from the Assignment, and in the event I am dismissed or voluntarily withdraw from the Assignment prior to its completion, including but not limited to withdrawal caused by disciplinary action by UMB or a host institution abroad. In the event that UMB or its agent has committed expenses on my behalf prior to the start of my Assignment, I understand that these funds may not be refundable, and I may be required to reimburse them to UMB.

RULES OF CONDUCT

I understand I am subject to the laws of the destinations where I will be. I realize there may be significant cultural and legal differences between the United States and foreign countries. It is my responsibility to be informed about the local laws and to behave in a manner that complies with those laws.

I understand that I may not be afforded the same protections available under U.S. or Maryland laws. If I am convicted of violating drug, alcohol or other laws while abroad, I can expect a possibly lengthy and expensive legal process, jail sentence, capital punishment and/or significant fines. Legal costs and fines will not be reimbursed by UMB.

I understand that UMB requires that I must conduct myself in an appropriate manner at all times. I will obey host country laws and guidelines for conduct set by the Assignment. I will adhere to UMB policies and procedures and will behave in a manner that is respectful of the rights and well-being of others.

I understand that neither UMB nor any person employed by UMB is responsible for my safety and welfare while I am traveling or living abroad on my UMB Assignment, or during free time.

I am at least 18 years old.

IN WITNESS WHEREOF, I have caused this Warning and Release of Liability Form in its entirety to be executed this ____ day of _____, 20__.

Witness Signature:

Participant's Signature:

Printed Name:

Printed Name: