

Procedure 30340: Incident Reporting

A. Introduction

The health, safety, and security of faculty, staff, and students is a top priority of Virginia Tech, including during university-supported international travel. To provide support to university-supported international travelers in the event of an emergency, Virginia Tech [Policy 1070: Global Travel Policy](#), requires all university-supported international travelers to register their travel with the Global Education Office (GEO) before their expected departure date and to provide updates as additional information becomes available or changes occur during the trip, including cancellations and travel to additional countries.

B. Procedures

The process to register travel with the GEO is determined by the traveler's relationship to Virginia Tech. All university-supported travelers, regardless of their relationship to the university, are required to enroll in Virginia Tech's international emergency medical and security assistance insurance policy. This policy is procured by the Office of Risk Management and is intended to ensure comprehensive coverage with integrated emergency support. Waivers are available only to travelers who are citizens of their destination country and student travelers participating in third-party provider programming in which the provider requires enrollment in the same policy required by Virginia Tech or a different policy, comparable to the policy provided by Virginia Tech. Waiver requests will be reviewed and processed by the GEO.

B.1 Registering International Travel

B.1.a Employee Travelers Faculty and staff register international travel by submitting a Pre-Approval in the travel system implemented by the Controller's Office, [Chrome River](#). The costs of international emergency medical and security assistance insurance and international communications should be included in the traveler's Pre-Approval, if these costs will be reimbursed.

If no expenses are reimbursable to the traveler, the Pre-Approval will need an "International Travel/Risk MGMT Tracking" expense line item for \$1.00. Following return of the traveler, the \$1.00 expense can be removed in the Travel Reimbursement.

If a Pre-Approval is not submitted at least 7 days prior to departure, contact VTGlobalSafety@vt.edu to notify the GEO for registration.

Following review of submitted international travel Pre-Approvals, the GEO will send travelers travel preparation information, to include instructions on how to enroll in international emergency medical and security assistance insurance.

B.1.b Student Travelers Undergraduate, graduate, and professional students register international travel with the Global Education Office in their [My Study Abroad account](#) on the Terra Dotta online platform at least 30 days prior to departure. If student travel is being reported less than 30 days before departure, contact the Global Education Office at VTGlobalSafety@vt.edu for assistance.

Students receiving reimbursement for any travel costs must submit a Pre-Approval and Travel Reimbursement in Chrome River, in addition to their registration in their My Study Abroad account.

Chrome River Pre-Approvals and Travel Reimbursements must be completed by an employee on behalf of the student.

B.1.b(1) Non-credit Individual Student Travel Registration Students traveling internationally for research, practica, internships (contributing to their degree) field work, conferences, or other functions contributing to their Virginia Tech degree or professional activities will register through their My Study Abroad account through the [Global Research, Internship, & Study Registry](#). Students will be prompted to complete the required Program Agreement, Global Travel Assessment, and enrollment in international emergency medical and security assistance insurance.

B.1.b(2) Bilateral Exchange Application Students applying to Virginia Tech [bilateral exchanges](#) will apply through their My Study Abroad account to the specific exchange. Application requirements will be listed in the exchange application in Terra Dotta and may vary between exchanges. Applicants are required to complete all listed requirements, to include signing all agreements, completing Pre-Flight Orientation, and submitting their Authorization to Take Courses Abroad Form, Global Travel Assessment, and enrolling in international emergency medical and security assistance insurance.

B.1.b(3) Study Abroad Provider (Third-Party) Program and Autonomous Study Registration Students applying to a study abroad opportunity through a third-party provider program or applying directly to an international institution will register through their My Study Abroad account through the [Third Party Program & Autonomous Study Registry](#). Students must apply directly to the third party provider or institution in addition to registering with Virginia Tech. Applicants are required to complete all listed requirements, to include signing all agreements, completing Pre-Flight Orientation, and submitting their Authorization to Take Courses Abroad Form, Global Travel Assessment, and enrolling in international emergency medical and security assistance insurance.

B.1.b(4) Virginia Tech Faculty-Led Program Application Students applying to Virginia Tech [faculty-led programs](#) will apply through their My Study Abroad account to the specific program. Application requirements will be listed in the program application in Terra Dotta and may vary between programs. Applicants are required to complete all listed requirements. Faculty-led program participants do not enroll directly in international emergency medical and security assistance insurance as the cost is included in their program fee and enrollment is requested for the group by the program leader.

B.1.b(5) Virginia Tech Non-Credit Group Travel Registration Students traveling internationally with a university-supported group that is not credit-bearing register their travel with VT Engage through their [Non-Credit International Approvals](#) process. The program leader will submit a planning assessment, travel information, and traveler roster to VT Engage for review, registration, and international emergency medical and security assistance insurance enrollment. Each student traveler will be required to complete additional documents, to include a voluntary health disclosure form, liability agreement, financial agreement, and any forms specific to the group.

B.1.c Guests Non-Virginia Tech employees and Non-Virginia Tech students who are not affiliated with Virginia Tech, but are guests of the university, are registered with a Pre-Approval in Chrome River. Departments can submit a request to the Controller's Office to create a new vendor to

register these travelers. Guests will be enrolled in emergency medical and security assistance insurance through the same process as Virginia Tech employees.

B.1.d Dependents Family members traveling with university-supported travelers must also be registered to ensure they have access to the same emergency support. The sponsoring traveler will be asked to provide names of co-travelers and to enroll the traveling family members in international emergency medical and security assistance insurance.

To enroll dependents in international emergency medical and security assistance insurance, the sponsoring traveler must first enroll through the listed process in this procedure (below). Then, traveling family members can be enrolled using the [dependent enrollment form](#) related to the sponsoring traveler's policy. The cost of dependent enrollment in international emergency medical and security assistance insurance is not reimbursable.

B.2 Enrolling in International Emergency Medical and Security Assistance Insurance

Travelers should enroll in Virginia Tech's international emergency medical and security insurance policy at least 30 days prior to departure to maximize pre-departure policy benefits. If enrollment costs will be reimbursed, the costs of enrollment should be included in the traveler's Pre-Approval in Chrome River. Travelers can enroll directly or their department's University Issued Purchase Credit Card (P-Card) holder can enroll travelers by going to the contracted [vendor's enrollment website](#) and using the sponsor code for the required policy. Virginia Tech has two primary international emergency medical and security assistance insurance policies to ensure effective coverage for university-supported international travel activities. Each of these policies has a separate, related policy for dependents. The coverage and benefits of all policies is the same.

B.2.1 International Education Participants International travel involving students, or for the purpose of exploring, preparing, executing, or evaluating learning or research opportunities for Virginia Tech students. The sponsor code for this policy is "VTH-SE".

B.2.2 University-Supported Business Abroad Participants Employee or guest travel for study, research, field work, conferences, presentations, teaching, business meetings, recruiting, or any function related to the traveler's professional activities not directly involving VT students or carried out for the purpose of developing opportunities for VT students. The sponsor code for this policy is "VTH-Other".

B.3 Requesting a Waiver to the International Emergency Medical and Security Assistance Insurance Enrollment Requirement

University-supported international travelers are required to enroll in international emergency medical and security assistance insurance. Exceptions to this requirement are:

- Citizen of the destination country.
- Students applying to a third-party study abroad program that require enrollment in the same policy required by Virginia Tech or a different policy, comparable to the policy required by Virginia Tech.

Global Travel Oversight Committee Procedure

Travelers from these exception categories can request a waiver to the enrollment requirement by submitting a [Waiver Request](#) to the GEO prior to departure. Waivers are subject to review of both the request and substitute policy benefits.