

New International Travel Policy **(June 2016)**

The University has recently issued new policy requirements related to international travel. The new [International Travel Requirements Policy](#), effective May 16, 2016, applies to **all** University employees, students, and authorized volunteers while travelling as part of any University-Affiliated International Travel, regardless of the funding source, including individuals and groups of students participating in for-credit academic study-abroad experiences.

This policy requires that all international travel (other than approved education abroad programs) commencing after July 1, 2016 be registered in the Office of Global Programs' Travel Safety Network ([TSN](#)) a minimum of **30** days prior to travel. As part of the travel registration, students are required to attend an Emergency Preparedness Workshop conducted by the Office of Global Programs, and obtain the international health and emergency coverage offered through [HTH Worldwide](#), **prior** to departure (see [Penn State Travel Policy/Insurance](#)). More information about this insurance and the requirement to provide proof of coverage is located in the TSN database.

International travel reimbursement will **not** be approved without a receipt from the TSN confirming registration, completion of the Emergency Preparedness Workshop and HTH insurance coverage.

Please review the existing policy along with the new international travel requirements with all of your **new and returning graduate students** to ensure that every student in your graduate degree program is aware of the policies. **Indicating that they weren't aware of the policies will not be considered an acceptable reason for not registering in the TSN, not completing the Emergency Preparedness Workshop and for not having the required HTH travel insurance.** University funds will not be approved for any costs associated with their travel in such cases. The July 1 effective date is for actual travel. If an international trip is already booked and will happen after July 1, the traveler is required to register with TSN. Questions about the operation or use of the TSN system should be directed to the TSN Staff within the Office of Global Programs. The TSN Staff may be reached via email (tsn@psu.edu) or via phone (814-863-8788).