

Amendment to MSOE Travel Policy

Current policy:

- Any country that has a US Department of State Travel Warning/Alert in effect requires that the officers of the institution (Vice-Presidents and President) review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisor to inform the officers of any updates or changes to the status of the travel warning/alert. MSOE reserves the right to cancel any trip without notice for reasons of safety or concern. [<http://wwwnc.cdc.gov/travel>]
- MSOE also reserves the right to restrict travel within any country to specific destinations or areas, regardless of the level of travel warning/alert.

Proposed changes:

- Any country with a US Department of State Travel **Advisory Level 3, "Reconsider travel"** in effect requires that the officers of the institution (Vice-Presidents and President) review and approve the travel request before the trip may be scheduled. It is the responsibility of the Trip Advisor to inform the officers of any updates or changes to the status of the **travel advisory**. **MSOE restricts any travel to countries with a US Department of State Travel Advisory Level 4, "Do not travel"**. MSOE reserves the right to cancel any trip without notice for reasons of safety or concern. [<http://wwwnc.cdc.gov/travel>]
- MSOE also reserves the right to restrict travel within any country to specific destinations or areas, regardless of the level of travel **advisory**.

Amended 8/2018