FACULTY TRAVEL (NO STUDENTS)

TRAVEL ARRANGEMENTS
For general information regarding Ohio State’s Travel Policy, the eTravel System to initiate or review a travel request, or to find information on airlines, travel agencies, rental car and hotel information or per diem information, see - https://controller.osu.edu/travel/travel-home.shtm

SAFETY AND SECURITY INFORMATION
Ohio State places no general university restrictions on faculty and staff for work or research in international destinations. However, the Office of Risk Management actively encourages faculty and staff to research potential risks to their health and safety abroad.

Department of State Travel Information and Resources
STEP Enrollment – all faculty and staff traveling abroad are highly encouraged to enroll in the Smart Traveler Enrollment Program (STEP). STEP allows U.S. citizens and nationals to register their travel plans with the nearest U.S. Embassy or Consulate to their area of travel. Enrolled participants will be notified if pertinent safety and security messages are issued by the local Embassy or Consulate prior to or during their travels. Registration also allows consular officials to proactively assist US citizens in a crisis. Registration is primarily for US citizens, but non-US citizens may also enroll for updates. Enrollment in STEP can be completed at - https://step.state.gov/step/

Travel Warnings - DOS Travel Warnings are issued based on internal security factors, including pervasive levels of crime violence, terrorism, lack of security infrastructure or government instability. The extent of the warning can range from a security warning for particular regions of the country, to advice to defer non-essential travel to strong guidance to avoid all travel to the country and/or depart immediately if in country. Travel Warnings remain in place until the situation changes and are updated a minimum of every six-months.

Travel Alerts - DOS Travel Alerts are issued for short-term events, including extreme weather, outbreaks or epidemics potentially impacting traveler’s health, periods of civil unrest or an elevated risk of a terrorist attack. Travel Warnings and Travel Alerts can both be accessed at - http://travel.state.gov/content/passports/english/alertswarnings.html

The list is sortable by Country, Alert Type and date.

Country Information pages – the DOS also maintains a country-information page on individual countries. In particular travelers are advised to reference the Safety & Security tab and the Travel & Transportation tabs prior to departure. Although particular countries may not be under an active warning or alert, the country information pages contain a wealth of information about regions to avoid
or be cautious in, transportation methods and routes to choose or avoid and tips for avoiding common scams and prevalent crime.

Country Information pages are searchable at -
http://travel.state.gov/content/passports/english/country.html

**Embassy and Consulate Security Messages** – many U.S. embassies or consulates will post emergency and security messages for US citizens on their page for U.S. Citizen Services. A list of embassies and consulates can be accessed at - http://www.usembassy.gov/

**ADDITIONAL SAFETY AND SECURITY INFORMATION (all behind a firewall)**

In addition to the resources publically available through the Department of State, Ohio State travelers can access additional information.

International Risk Manager Country Analysis – the university’s international risk manager produces country analysis reports from a variety of government and private resources for certain countries. These reports are accessible to faculty and staff traveling abroad.

International Risk Manager Custom Analysis – if a previous report is not available for your country(ies) of travel, the international risk manager can pull together a bespoke report prior to travel. Please allow two-weeks to pull together information. During periods of peak student travel (December, March, May – July) a month is advisable.

Overseas Security Advisory Council (OSAC) Crime and Safety Reports – OSAC is the public/private partnership sector partnership to promote security cooperation between American private sector interests worldwide and the U.S. Department of State. Ohio State is a member of the OSAC Academia Working Group common interest section. OSAC produces annual Crime and Safety reports for most countries.

Drum-Cussac Country Risk Reports – Drum-Cussac is the current providers of the political and natural disaster evacuation insurance for student travel abroad (see required supplemental insurance under faculty travel with students). Drum-Cussac information and risk ratings are used in the international risk manager country analysis. Travelers can access fuller copies of the reports.

**Visas**

Faculty and staff traveling abroad are responsible for ensuring they obtain all required visas and entry documentation for the country(ies) they are traveling to. The Office of International Affairs (OIA) has established an account with a Travisa, to assist in identifying the need for and procurement of appropriate documents. The OIA account offers a discount to all Ohio State faculty, staff and students. The OIA discount for Travisa services can be accessed at - http://www.travisa.com?id=to01su77
COUNTRIES OF CONCERN

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Please be aware that items and technology carried outside of the U.S. may be subject to export controls. If you will be taking any of these items or technology [insert list] please contact Export Control to determine if export licenses are needed.” More information on OFAC and Export Control can be accessed at - [http://orc.osu.edu/regulations-policies/exportcontrol/travel](http://orc.osu.edu/regulations-policies/exportcontrol/travel)

TRAVEL MEDICINE

Faculty and staff travelers are charged with taking preventative and precautionary measures with their health prior to and during their travel abroad.

The Centers for Disease Control and Prevention (CDC) provides several different resources for travelers. CDC Travel Health Notices list countries and regions with specific health concerns. Notices are ranked on a 3-point scale: 1 Use Precautionary Measures; 2 Practice Enhanced Cautions; 3 Avoid Nonessential Travel.


In addition, the CDC maintains a complete list of country destinations with recommendations on vaccinations and other pertinent health information. Travelers’ Health Destinations listing can be accessed at - [http://wwwnc.cdc.gov/travel/destinations/list](http://wwwnc.cdc.gov/travel/destinations/list)

The Wexner Medical Center’s Department of Family Medicine offers a Travel and Immunization Center. Appointments can be made with a trained medical provider to discuss and receive immunizations as well as additional support for healthy travel abroad. The service is available at the Thomas E. Rardin Family Practice facility at 2231 North High Street. It is advised to schedule services at least 4 to 6 weeks prior to travel.

Information on services and scheduling an appointment can be accessed at - [http://www.fammed.ohio-state.edu/9871.cfm](http://www.fammed.ohio-state.edu/9871.cfm)

MEDICAL INSURANCE ABROAD

Ohio State faculty and staff enrolled in a university-sponsored medical plan will have automatic access to a service called GlobalCare. It is important to note that GlobalCare is not additional travel insurance
and does not pay for medical care abroad. It is a service program to provide referrals for medical care and assistance when traveling outside of Ohio.
Information on GlobalCare service and enrolling those not already covered by a university-sponsored medical plan can be accessed at - https://hr.osu.edu/benefits/hb_globalcare.aspx.

**International Emergencies**
In the event you encounter an emergency abroad, please contact the Department of Public Safety at **614.292.6677**. This number is available toll-free and is answered 24/7. All calls concerning international travel will be directed to the international risk manager, who can direct the call to the appropriate resources to assist Ohio State travelers abroad.