

From: All UNL faculty and staff [mailto:UNLFACSTAFF@LISTSERV.UNL.EDU] **On Behalf Of** UNL Announce
Sent: Wednesday, December 09, 2015 3:02 PM
To: UNLFACSTAFF@LISTSERV.UNL.EDU
Subject: International Travel Registry



OFFICE OF THE CHANCELLOR

UNL Faculty and Staff,

We are implementing the results of a team effort among Academic Affairs, Research, IANR and Business & Finance to safeguard our faculty and staff when travelling internationally: the International Travel Registry for Professionals (ITRP, or “I trip”).

What the ITRP Does

The ITRP is a process to assure the safety of UNL travelers when outside of the United States. This mirrors in many respects the International Travel Registry for Students (ITRS), the same existing process for students. ITRP is a best practice that has been implemented at several of the Big Ten Universities. While 85% of UNL travel is domestic, 15% is to destinations outside of the United States.

Why We Need the ITRP

To safeguard our professionals, it is crucial to know if our faculty or staff are traveling to or already in locales that can pose a risk to their wellbeing. Dangers, both natural and human-made, can arise without warning. When they do, UNL needs to be in a position to assist its faculty and staff either by modifying travel that has not yet commenced or by evacuating our personnel when already abroad. Current events remind us that even apparently safe places can quickly and unpredictably become dangerous. And let us not forget the possibility of an individual health emergency.

What Travelers Need to Do

Protecting our faculty and staff is our utmost priority and it will require a campus effort. Our colleagues have devised two easy and simple steps to effect safeguarding our professionals.

1. All travel outside of the United States must be initiated by completing an electronic travel authorization form prior to booking travel.
2. All international transportation to be paid with UNL-administered funds must be arranged through our travel services provider, Travel & Transport, so that travel details are maintained and accessible in the event of an emergency.

International travelers will benefit from proactive assistance with their travel preparations via SAP, the University’s administrative software, including emails regarding how to check the safety of their trips.

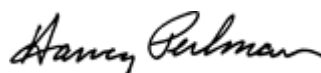
ITRP and Export Control

Related to international travel is export control, which consists of Federal laws that limit the transfer of information, technology, equipment or intellectual property to other nations. Travel to some nations poses a higher risk for export violations due to current sanctions, embargos or risk alerts ("red flag" nations). SAP, using the two steps noted above, will provide Research Compliance Services the ability to assure proactively that our faculty and staff do not inadvertently violate these laws. The example of a University of Tennessee professor who served four years in prison for not complying with these regulations tells us that this is a serious subject. Fortunately, only about 1.5% of all travel at UNL is to these restricted destinations.

Implementation

We have been testing the ITRP process for a few months now. Starting January 1, 2016, we will implement this initiative. Noncompliance with the ITRP for trips booked after this date will result in the traveler personally bearing the costs of the trip. Like all worthy and well-considered initiatives, the details are important. Those are addressed in the communication plan being rolled out that includes more information and a list of frequently asked questions. This initiative to protect our faculty and staff is an important one and we ask you to assist us in safeguarding them from dangers and possible judicial sanctions.

Thank you for your assistance in the implementation of this initiative.



Harvey Perlman, Chancellor



Ronnie Green, Senior Vice Chancellor for Academic Affairs