

Section 1: MassArt International Travel Policy

Travel Risk Level	Green Level: Normal Travel	Yellow Level: Limited Travel	Orange Level: Restricted Travel	Red Level: Suspended Travel
Travel Authorization	Authorized	Typically Authorized	Not Authorized	Not Authorized
Appeals & Exceptions	N/A	May Require Appeal	Appeal Required	Appeal Required, Rarely Granted

Section 2: Travel Security and Health Risk Resources Consulted

Travel Risk Level	Green Level: Normal Travel	Yellow Level: Limited Travel	Orange Level: Restricted Travel	Red Level: Suspended Travel
Department of State Advisory Levels	Travel Advisory Level 1 Exercise Normal Precautions	Travel Advisory Level 2 Exercise Increased Caution	Travel Advisory Level 3 Reconsider Travel	Travel Advisory Level 4 Do Not Travel
CDC Travel Health Notice	Watch Level 1 Practice Usual Precautions	Alert Level 2 Practice Enhanced Precautions	Warning Level 3 Avoid Non-Essential Travel	Warning Level 4 Avoid Non-Essential Travel
ISOS Security Risk Ratings (Dependent on MassArt's current provider.)	Health: Low Security: Insignificant/Low	Health: Low/Medium Security: Low/Medium	Health: Variable/High Security: Medium/High	Health: High/Very High Security: High/Extreme

Section 3: Insurance Coverage

Only college-sponsored travel that has been authorized and properly registered will be covered by MassArt's security and risk management program, International SOS at the date of approval of the current policy.

Students: Students on approved travel programs (semester and summer abroad, exchange abroad, and international travel courses) who have worked with MassArt International Education are automatically enrolled in the travel insurance program and need to take no additional action. No other international travel will be covered by the program, with the possible exception of an approved appeal.

Faculty & Staff: Faculty and staff must receive prior approval by their department chair, supervisor, or division head to travel internationally. They must complete an Authorization Form for Travel Form and have it signed by the appropriate authorized signatory(ies). They must also complete the travel registry, to be shared after travel approval.

Section 4: Additional Resources & Exceptions

MassArt reserves the right to update and change this policy based on the current and changing global situation. The College may also consult additional resources to determine threat level (e.g. CDC COVID-19 Advisories, WHO recommendations on in-country COVID-19 positivity rates or other health risks, Office of Foreign Assets Control (OFAC) countries or regions subject to comprehensive sanctions).

Appeals & Exceptions: Exceptions to the policy may be considered by submitting a written appeal to the Director of MassArt International Education, Erica Puccio as of the last update to this policy. Appeals must be made in writing. They will be reviewed by the Provost, who will consult with appropriate internal and external resources. Written appeals must be submitted at least 6 weeks prior to travel and include: 1) Valid and compelling justification for travel; 2) Detailed itinerary and travel logistics (flights, hotels, transportations, on-site contacts & support, etc.); 3) Letter of support from the Department Chair and letter(s) of invitation (if relevant); 4) Trip cancellation/interruption insurance or rationale why additional insurance is not being purchased; 5) Backup plans should travel to the intended destination not be possible. Decisions are final.

Failure to follow this policy may result in: denial of travel reimbursements, disciplinary action per HR policy; denial of future travel requests.