

# Faculty/Staff/Student International Travel

## Guidelines

**Advisors:** It is strongly recommended that all students be escorted to and from the destination with an appropriate advisor typically the faculty or staff member responsible for the trip, grant or research project.

**Travel Route and Stay:** Faculty and staff escorts and students are strongly encouraged to: 1) carefully plan your route, map-out directions to your final destination to include utilizing main roads (particularly toll roads) during daylight hours and have a contingency plan; 2) check the travel advisory prior to departing at <http://travel.state.gov> under “further information”; 3) avoid isolated locations during late and early morning hours, use the “Buddy System” when possible; 4) stay in well-known tourist destinations and areas with more adequate security, avoid the use of ATM machines; 5) provide an itinerary to a friend or family member not traveling with you, include departure/return times as well as your primary and alternate route; 6) carry a GSM-enabled cell phone that functions internationally; 7) pay close attention to your surroundings, stay alert to all news reports, avoid public demonstrations and other civil disturbances; 8) know what to do in case of a medical emergency (use the International SOS program); and 9) make sure all group members are with you as you return from your destination.

### Transportation:

**University Vehicles:** You are encouraged to use a vehicle from the University motor pool for any official business travel to Mexico. Motor Pool can be contacted by calling 747-7140 or visiting their website at <http://admin.utep.edu/Default.aspx?tabid=30349>. UT System Office of Risk Management has recently implemented a new blanket Mexico auto insurance policy for UTEP-owned vehicles. All trips into Mexico utilizing a UTEP-owned vehicle will require a separate, trip-specific, automobile insurance identification card provided by the Office of the Vice President for Business Affairs (VPBA). More information regarding Mexico Vehicle Insurance can be found at <http://admin.utep.edu/Default.aspx?tabid=50925>. It is also recommended that if traveling to Mexico in a University vehicle, that you have the original document of vehicle registration.

**Personal Vehicles:** If you utilize a personal vehicle for official business travel to Mexico, it is recommended that you obtain Mexico auto insurance if your current auto insurance policy does not cover such travel.

**SOS Program:** Students are strongly encouraged to participate in the International Emergency Assistance Program ([International SOS](#)). International SOS provides a free service to faculty, staff and students traveling on University business, assistance and evacuation services 24 hours a day. International SOS services are designed to help with medical, personal, travel, security and legal problems away from home. International SOS is not medical insurance for foreign travel. International SOS membership is already active, just go to the [SOS website](#) to print a copy of your card. Please login to the [SOS website Members Website - INTERNATIONAL SOS ©2005](#) using the following University Member ID #: **11BSGC000037**.

**Health Insurance:** Students traveling outside of the United States (whether on a day trip or related to a more extensive Study Abroad Program) must purchase Student Health Insurance, unless they are currently enrolled in the MEGA Life and Health Insurance Plan or the UT Select Plan. Students should contact Lisa Veliz , Mega Life Health Insurance, at (915) 496-8500 for further information. Additional Information can be found at <http://admin.utep.edu/Default.aspx?tabid=39528> .

**Release and Indemnification Agreement:** All students participating in any trip abroad regardless of the length of the program must complete a [Release of Indemnification Agreement](#) which is to be kept on file by the department sponsoring the trip. Copies of the Agreements can be located at <http://admin.utep.edu/Default.aspx?tabid=49957> .

**Further Information:** For the latest security information, U.S. citizens traveling abroad should regularly monitor the Department's internet web site at <http://travel.state.gov> where the current [Worldwide Caution](#), Travel Warnings, and Travel Alerts can be found. Up-to-date information on security can also be obtained by calling 1-888-407-4747 toll free in the United States, or, for callers from Mexico, a regular toll line at 001-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

American citizens traveling or residing overseas are encouraged to register with the appropriate U.S. Embassy or Consulate on the State Department's travel registration website at <https://travelregistration.state.gov/>.

For any emergencies involving U.S. citizens in Mexico, please contact the closest U.S. Embassy or Consulate. The U.S. Embassy is located in Mexico City at Paseo de la Reforma 305, Colonia Cuauhtemoc, telephone from the United States: 011-52-55-5080-2000; telephone within Mexico City: 5080-2000; telephone long distance within Mexico 01-55-5080-2000. You may also contact the Embassy by e-mail at: [ccs@usembassy.net.mx](mailto:ccs@usembassy.net.mx). The Embassy's internet address is <http://www.usembassy-mexico.gov/>.

**International travel may involve certain inherent additional risks associated with such travel. Such additional risks may include, but are not limited to, increased health risks, and/or risk of personal injury, death or property damage.**