



**Program Organizer**- A program organizer is the individual at the university primarily responsible for the planning, delivery, and/or supervision of a University-Affiliated International Activity

**Local**- Local refers to the present conditions of the physical locations, governments, authorities, customs, and legal jurisdictions where participants in a University-Affiliated International Activity are

- All undergraduate for-credit study abroad programs are managed by the Study Abroad Office within the Office of Global and Community Engagement. The Study Abroad Office approves undergraduate study abroad programs. This preapproval process involves the regular assessment of safety standards related to the programs and countries in which the programs are based. As a result, students can freely participate in approved programs offered through the Study Abroad Office that involve travel to a country with present Level 3 Advisory. Information on pre-approved undergraduate study abroad programs can be found [here](#).
- Undergraduate students are limited in their ability to participate in for-credit study abroad programs that have not been pre-approved by the Study Abroad Office. Actively enrolled undergraduate students are prohibited from participating in study abroad programs that have not been pre-approved by the Study Abroad Office. Students opting to participate in for-credit non-approved programs, which include (but are not limited to), study abroad programs offered by other institutions/providers, for-credit independent study/research internships



## Egencia for Faculty & Staff Travel

All faculty and staff at Loyola University Chicago are highly encouraged to use [Egencia](#) to book University-Affiliated travel due to the enhanced benefits, customer support, and overall travel assistance provided for individual travelers.

## Required Registration of Travel

All participants in a University-Affiliated International Activity must register their related travel details in advance with the University. The method by which travel is registered with the University varies by the type of traveler and the type of activity. The Office of Global and Community Engagement helps facilitate travel registration on behalf of the University.

Limitations to In-Country Support, Advanced Disclosure, and Conduct While Abroad

The United States government and the University are limited in the support that can be provided to participants on University-Affiliated International Activities while abroad. Typically, the rights and liberties afforded to individuals while in the United States do not apply while they are abroad. All participants on University-Affiliated International Activities are expected to understand and abide by the local laws of the countries they are traveling in. Should participants violate the local laws and customs of the country they are traveling in, the University might be held responsible for the actions of the participants. (P. 28 of 28) (3-7-2013) (3-5-15) (2663-0012) (628) (0.00)

The University monitors active emergency situations as they develop through a collection of emergency response tools. Participants are instructed to follow official guidance communicated through these channels during an emergency. The University will actively reach out to participants impacted by an emergency situation as soon as possible to provide additional guidance and resources.

Evacuations are ordered by the U.S. Department of State when conditions in a country are considered serious enough to warrant the immediate departure of U.S. government employees or citizens. In the event of a mandatory evacuation, the University will work with its insurance providers to coordinate the logistics of an evacuation.

### Responsibilities of Program Organizers and Approvers

Program organizers for all University Affiliated International Activities must ensure all University policies and procedures are adhered to in the planning and delivery of such activities, ensuring that all concerns related to liability and associated exposure to the University and program participants have been satisfied prior to travel. This includes establishing emergency action plans for the related travel. Further, program organizers must ensure that the University Affiliated International Activity abides by the University Contract Policy and University Business Travel Policy where applicable.

### Additional Travel Resources

- [U.S. DO](#)