



Travel Policy

Policy number: 1 19
Policy owner: Executive Vice President and Provost

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SECTION I. PURPOSE

This policy is intended to:

- x establish clear standards to guide individuals who engage in St. Thomas business travel or other St. Thomas -sponsored travel, whether travel is domestic or international;
- x support the safety of those traveling for St. Thomas business or participating in other St. Thomas- sponsored travel;
- x manage the university's financial resources that are undertaken as

ual's St. Thomas role and responsibilities.

The expectations set forth in this policy apply to all St. Thomas employees (faculty, staff and student workers), students, student clubs and organizations, contractors and volunteers and external participants in St. Thomas -sponsored travel.

SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. Business means conducting any work for the benefit of St. Thomas using St. Thomas resources.
- b. Domestic means travel within the 50 states of the United States and the District of Columbia, but not including territories or U.S. property in other countries.
- c. External Funds means all funds made available to St. Thomas for use by the university or any of its employees for a specified purpose, from any external funding source, including but not limited to grants, sponsored research funding, private donations, and government appropriations.
- d. High -Risk Areas means countries or locations within countries, including within the United States, which carry U.S. federal, state or local governmental warnings advising against travel.
- e. International means travel that is not Domestic. International travel includes travel to U.S. territories and U.S. sovereign areas such as military bases outside the 50 states.
- f. Reasonable Expense means an expense that is incurred in the ordinary and routine course of St. Thomas operations and is in an amount that is

- g. St. Thomas Resources means St. Thomas financial assets, physical assets (such as St. Thomas-owned vehicles), personnel time or external funds.
- h. Travel means university -sponsored trips of any duration and any distance from the St. Thomas campuses in St. Paul, Minneapolis or Rome that involve air travel or overnight accommodations for one or more nights.
- i. Group Travel is university -sponsored travel involving more than one student.

SECTION IV. RISK MITIGATION

Prior to travel, St. Thomas faculty, staff and students must:

- x For domestic group travel (such as a St. Thomas athletic team, choir or orchestra), the group leader must submit the itinerary to Public Safety (publicsafety@stthomas.edu) .
- x For international travel, register their travel through the St. Thomas international travel registry or, for group international travel led by a St. Thomas faculty or staff member such as a St. Thomas athletic team, choir or orchestra , the group leader must register the travel.
- x Obtain all approvals required by St. Thomas policies. Travel to or incy

