

# University-Sponsored Travel

Northeastern University is committed to the health, safety, and security of its students and all other members of the university community. As a global institution, our university members undertake university travel around the world in pursuit of teaching, research, consulting, service, cocurricular activities, and work intended to advance learning and the interests of the university. The university supports standards and expectations associated with travel that are designed to reduce personal and university risk.

To enhance the health and safety of our students, you are required to comply with the university travel policies and guidance when undertaking university travel. These include, but are not limited to:

- **Registering University Travel**—Students, faculty, and staff are required to enter their travel itineraries and other requested information into the travel registry. To access the registry, go to the Student Hub (<https://me.northeastern.edu/>) and navigate to My Travel Plans to register your travel.
- **Review Destination Risks and Take Steps to Reduce Risks Before and During Travel**—Review the country briefing for your destination found in the Travel Security portal (<https://travelsecurity.garda.com/checkMail/>) and travel health and safety advice issued by the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, other government organizations, the host nation, international organizations, etc. Travelers will be reminded about these sources via an email following trip registration.
- **Connectivity**—All students traveling on university programs must carry a cell phone with international calling, SMS, and cellular data capabilities. Phones must be able to receive incoming and make outgoing phone calls without relying solely on data-calling or a Wi-Fi signal. Phone number must be updated in the Student Hub (<https://me.northeastern.edu/>) profile and My Travel Plans registry before travel.
- **Complete Travel Petitions or Waivers**—Visit the Travel Protocols page (<https://globalsafety.northeastern.edu/travel-protocols/>) to determine what forms travelers are required to complete before participating in off-campus programming. The page also explains how to obtain approval to travel to a destination designated as high risk by the university.
- **Reduce Your Travel Cyber-Risk and Exposure**—Review and comply with the Policy on Portable Devices for High Cybersecurity Risk Destinations (<https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Policy-on-Computers-and-Mobile-Devices-for-International-Travel.pdf>).
- **Personal Health Insurance**—All travelers are required to have personal health insurance that provides coverage while participating on university trips. Insurance requirements and an explanation of the university-provided urgent and emergency program can be viewed on the insurance and global safety support network pages of the university's global safety (<https://globalsafety.northeastern.edu/>) website.
- **Attend Predeparture Orientation**—PDO provides travelers with information about resources, requirements, safety, and security while traveling. Contact your program office to enroll in an in-person or online training.
- **Register Side Trips**—Side trips are travel that takes place prior to, during the course of, and/or immediately following a scheduled program but is not part of the program. Travelers are required to notify the university and register side trips.

Students are responsible for familiarizing themselves with the university travel policies and are encouraged to visit the university's global safety (<https://globalsafety.northeastern.edu/>) website for guidance. If you have questions related to travel or travel support, please email [mytravelplans@northeastern.edu](mailto:mytravelplans@northeastern.edu). If you need assistance during university travel, please call the university's 24-hour travel assistance line at +1.857.214.5332.