

**Loyola College in Maryland
Policy on Sponsored Travel and
International Travel**

Policy Statement:

It is the policy of Loyola College in Maryland, Inc. that the College will only sponsor travel study programs and travel activities for clubs, athletic teams, and academic or other programs which are consistent with the curriculum of a class, associated with an academic program, or consistent with the charter or mission of an organization.

- A. Payments collected for all sponsored travel must be deposited to a Loyola College revenue account specifically designated for the purpose of the sponsored travel. All expenditures for the sponsored travel must be from a Loyola College expense account.
- B. All sponsored travel programs must comply with applicable College policy regarding purchasing transportation tickets, travel related services, etc. All contracts must be reviewed by the Director of Administration and Process Design for liability issues.
- C. All sponsored travel initiatives must be approved in advance by the appropriate academic dean or divisional vice president.
- D. International travel must be to destinations for which the U.S. Department of State has not issued an adverse travel advisory. Travel advisories may be obtained from the website:
http://travel.state.gov/travel_warnings
- E. Travel initiatives instigated by an individual(s) which do not meet these criteria are the sole responsibility and liability of that/those individual(s).
- F. Announcements of non-sponsored travel programs will not appear in College publications, advertisements, flyers, posters, etc. Individuals conducting non-sponsored travel programs may not advertise, or announce their program in any manner, making use of the College's name, logos, indicia, etc. Further, reference in any manner to a Loyola College address, telephone number, or web-site or e-mail address is not permitted for non-sponsored travel.

Definitions:

- 1. "Sponsored travel" means travel instigated as an activity of the College or presented as Loyola College programs or programs in which the College's name, logo, trademarks, are featured in advertisements, communications, announcements, etc. relating to the program. The use of a College address, telephone number for information, e-mail address, web-site, etc. all imply sponsorship and their use is prohibited unless the sponsored travel meets the criteria established within the scope of this policy.

2. “Consistent with the academic curriculum” means that travel is required for the successful completion of a scheduled course, degree program, or experience (e.g., field trips for participants in College sponsored international study activities such as Leuven or Bangkok).
3. “Associated with an academic program” means that the travel directly relates to the academic experience such as field trips to a particular destination.
4. “International travel” means travel outside the boundaries of the United States.

Procedures:

- A. Individuals identifying travel opportunities should prepare a written proposal describing the travel opportunity in detail including: the destination and proposed itinerary, educational benefits, relationship to the organizational charter or departmental mission, and prospective audience for the program. Proposed travel related contracts should be attached to the request. This should be forwarded to the appropriate academic dean or divisional vice president.
- B. If approved by the dean or vice president, the request is to be then forwarded to the Director of Administration and Process Design for contract approval and risk management review.
- C. Materials will be returned to the request originator when all concerns have been addressed.
- D. The Director of Public Relations must approve all publicity materials.