Faculty, Staff, and Graduate and Professional Student
International Travel Contract
This form is REQUIRED FOR ALL INTERNATIONAL TRAVEL SANCTIONED BY THE UNIVERSITY

This international travel contract will inform and guide faculty, students, and staff from all disciplines in the graduate/professional programs of Pacific University (the "University") of the required policies and procedures regarding the University's international travel programs. Please initial each item after you read it to accept the conditions stated.

The undersigned understands that he or she must deliver an executed copy of this contract to the Dean/Directors/ Program Coordinator’s office before departure for international travel. A copy must be kept in the student’s file or in a temporary file for faculty/staff until they return.

A. **Financial Responsibility:** The undersigned agrees to the following policies and procedures regarding financial responsibility:

   **Faculty/Staff:** If you are acting as a Pacific University preceptor or supervisor and will be visiting or supervising students doing an international rotation, service learning trip, or language/cultural immersion trip, the financial contributions for you and the University should be clearly delineated. Unless the University has committed in advance to provide financial support for all or a portion of the international travel expenses for the faculty or staff member, you will be financially responsible for all your expenses. If the University financially supports the trip, you must have written approval from your Dean/Director before travelling out of the country. Faculty and staff are responsible for retaining all receipts for any expenses for which reimbursement will be sought. The University reserves the right to refuse to reimburse faculty and staff for any expenses that it in its sole discretion determines are inappropriate or for which proper documentation is not provided. Initial _____
Students: If you are a student doing an international rotation, service learning trip, or language/cultural immersion trip you will be financially responsible for all your expenses unless the University or your graduate program has provided funds for students for this activity. It is your responsibility to ensure that you have contacted financial aid before departing on an international travel program. Initial _____

Program Cancellation: The undersigned understands that the University reserves the right to cancel any international travel program without notice, in which event any reimbursable out-of-pocket monies paid by faculty, students, or staff to the University toward the international travel program or the international site will be refunded in full. If the undersigned cancels for any reason, he/she will be responsible for reimbursing the University for any and all expenses paid on his/her behalf and/or forfeit any deposits or advance payments to the site. Initial _____

B. Behavioral Responsibilities: The undersigned is aware of the expected Student Code of Conduct within his/her program and this applies while participating in any international travel program. As a guest in a foreign country, there are certain behaviors which are considered unacceptable and could lead to possible disruption of the program. The undersigned hereby agrees that he/she shall conduct himself/herself in an appropriate manner which does not infringe upon the customs of the country in which he/she is visiting, nor upon the rights and safety of the undersigned and other participants in the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when the undersigned is physically separated from other program participants. Inappropriate behavior, as determined by the University in its sole discretion, is cause for dismissal from an international travel program. In the event of dismissal of a faculty, staff, or student, such person will receive no refund, and return flight and other costs will be the undersigned faculty, staff, and/or student’s sole responsibility. Further, behavior resulting in dismissal may subject faculty, staff, or students to other University consequences, including dismissal from employment or dismissal as a student. Initial _____

Illegal Substances: The use or possession of illegal drugs during an international travel program is cause for immediate dismissal from University programs without refund. It may also subject faculty, staff, or students to other University consequences, including dismissal from employment or dismissal as a student. Further, laws in other countries may have severe penalties for those caught with illegal drugs. Neither U.S. Embassies nor the University can do much more than contact your friends or family if you are arrested and detained abroad. Initial _____
C. **Medical Responsibility:** The undersigned acknowledges that there are certain risks inherent in international travel and that the University cannot assume responsibility for the provision of medical services to its faculty, staff, or students or the payment thereof. The undersigned agrees to consult with a medical doctor, as deemed necessary, with regard to any individual medical issues or needs before leaving the country. Further, the undersigned is aware that the University cannot be responsible for attending to any of his/her medical needs. The undersigned acknowledges that medical services and treatment in other countries may not meet his/her expectations or requirements. The way that medical help is provided and how patients are treated are culturally dependent and can vary considerably. The undersigned acknowledges and agrees that the University is not responsible for any deficiencies in or lack of treatment that may occur in another country. **Initial _____**

The undersigned agrees to provide the University with a completed and signed **Traveler Information Sheet, Inoculations and Vaccinations Form and a copy of his/her passport and visa (if applicable).** **Initial _____**

D. **International Health and Travel Insurance:** The undersigned is aware that, should he/she be hospitalized while in a foreign country the University cannot and does not assume legal responsibility for payment of such costs. The undersigned does hereby assure the University that he/she assumes all risk and responsibility for emergency and medical and hospital care and has adequate insurance to meet any and all needs for payment related to emergency, medical and hospital costs while overseas. **Initial _____**

The undersigned understands that everyone traveling overseas is required to maintain sufficient medical, travel assistance, evacuation, and repatriation insurance while participating in this program. The University requires all participants traveling overseas to purchase minimum coverage (and recommends additional coverage) as outlined in the **Proof of Insurance Form.** The undersigned agrees that the University is not responsible or liable for any medical expenses, or travel assistance or medical or other evacuation costs that the participant may incur. **Initial _____**

E. **Faculty, Staff, and Students with Disabilities:** The University will provide reasonable accommodations for otherwise qualified students, faculty, and staff with known disabilities in international travel programs. The undersigned acknowledges that the absence of law mandating equal access for individuals with disabilities in some countries may affect the University's ability to provide accommodations in some locations. A participant seeking an accommodation must disclose any disability to the University in sufficient time for the University to evaluate any possible reasonable accommodations. **Initial _____**
F. **Orientation:** The undersigned agrees to attend the required meetings, read the pre-departure orientation materials, and ask questions if there are misunderstandings or if issues are unclear. Each individual international travel program will give specific information about the country and institution for each respective participant’s clinical rotation, service learning project, language/cultural immersion program or research location during the pre-departure orientation meetings. Included in Orientation will be a brief review of behaviors that could lead to arrest.  
Initial _____

G. **Living Arrangements:** The undersigned acknowledges that housing accommodations vary from one location to another. Housing is not included in all international travel assignments. When and where applicable, the program may arrange suitable housing in advance and will notify participants regarding their respective accommodations. It may be necessary for participants of the same sex to share a room. Specific details about accommodations will be discussed during the pre-departure orientation meetings. Types of living accommodations could possibly include sharing a room with someone of the same sex with separate beds, rooms with single bed, living with a host family, or sometimes your accommodations could be in a faculty guest house. If there is a cost for the living accommodations, the undersigned must pay and obtain a receipt for possible reimbursement, which the University will pay only if it agreed to do so in advance.  
Initial _____

H. **Sightseeing:** Your international travel program is expected to be both an educational and cultural experience. Sightseeing is approved and recommended but only on weekends, holidays, or your scheduled days away from your student or clinical responsibilities.  
Initial _____

I. **Statement of Risk:** The undersigned acknowledges that the decision to participate in an international travel program must be made by each individual and his or her significant others as appropriate. It is regrettable, but true, that nowhere in the world, including many of our own cities, can one expect a completely safe environment. It is impossible for anyone to predict future events or give guarantees about the course of events in the world. Through the pre-departure information and orientations, the University offers information and guidance about health and safety issues within the contexts of different cultures. The University, however, cannot anticipate all scenarios in which risks can arise. Risks can include, but are not limited to the following:

1. Alcohol - consumption, public intoxication, laws and arrest.
2. Drugs - use, possession, sale of, laws and arrest.
3. Vehicle and other transportation - driving, travel warnings, laws and arrest.
4. Legal systems in different countries - laws, rights, arrests.
5. Assault - avoiding attracting attention, when and where to travel, laws and arrest.
7. Health - overall wellness and avoiding illness and injury, carrying adequate insurance, visiting a physician before travel, traveling with appropriate medications, prescriptions, and medical records.

Initial _____

K. Completion of Documentation: The undersigned agrees to read, complete, and sign the following forms before departing on his/her international travel program and provide them to the appropriate Dean/Director or faculty as directed.

   1. Traveler Information Page
   2. Vaccinations and Inoculations Form (from your provider)
   3. Proof of Insurance Form.
   4. Self disclosure health discussion page

Initial _____

L. Overseas Contact Information: For individual or small group travel, the undersigned agrees to contact the designated University contact person or office upon arrival at their destination to notify the University of his/her safe arrival, current phone number, e-mail address, and physical address. The undersigned agrees to contact the designated University contact person with same information if the above information changes for any reason, even if they are away on a sightseeing trip. For faculty led study trips or service trips, the faculty member will contact the university upon arrival. Initial _____

M. Personal travel in conjunction with University Program: The University does not recognize any obligation to support international personal travel or independent non-degree related student travel. Students may not register their personal travel with the university. Initial _____

RELEASE AND HOLD HARMLESS:

I, __________________________, have voluntarily chosen to participate in an international travel program, in my capacity as a graduate or professional student, faculty, or staff member of Pacific University and its School/College of ____________. I acknowledge that participation in this international travel program is not a requirement to obtain the degree of _______________ at Pacific University, or a condition of my continued employment at the University. I HEREBY AGREE THAT PACIFIC UNIVERSITY, ITS
OFFICERS, TRUSTEES, AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY PERSONAL INJURY, OTHER INJURY, DAMAGE, LOSS, OR EXPENSE, EITHER TO MYSELF, MY PROPERTY, OR ANY THIRD PARTY WHETHER OR NOT SUCH INJURY IS CAUSED BY NEGLIGENCE, VIOLENCE, OR ACTS OF TERRORISM DURING MY PREPARATION FOR AND PARTICIPATION IN THIS INTERNATIONAL TRAVEL PROGRAM. IT IS THE INTENTION OF THE UNDERSIGNED BY THIS AGREEMENT TO RELIEVE PACIFIC UNIVERSITY FROM LIABILITY FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE CAUSED BY NEGLIGENCE, VIOLENCE, OR ACTS OF TERRORISM AND ANY OTHER CAUSE WHATSOEVER THAT IS NOT JUDICIANLLY DETERMINED TO BE SOLELY CAUSED BY THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF PACIFIC UNIVERSITY.”

Signatures to follow

TRAVEL PROGRAM PARTICIPANT

__________________________________ Date_______________________
Signature

__________________________________
Print Name

Program
Circle: Faculty/Student/Staff

PACIFIC UNIVERSITY

By: ______________________________ Date_______________________
Dean/Director

__________________________________
Print Name
Title__________________________________________