

## International Acknowledgement of Understanding – Faculty/Staff

### Health and Safety Acknowledgement

As a condition of undertaking travel financially supported by The Ohio State University, by submitting a Spend Authorization in Workday, the traveler acknowledges in the event of any pending or future public health crisis, the traveler may be assuming additional risks to their health and safety. International travel can entail activities identified by the Centers for Disease Control and Prevention (CDC) as high risk, including but not limited to air transportation and use of other commercial transportation.

Compliance with local health ordinances may result in additional expenses to the traveler. In the event of presumed or confirmed exposure to any medical condition that may require treatment or quarantine during travel, payment for any medical care will rely on the terms of the traveler's insurance coverage and costs may be the responsibility of the traveler. Further, such presumed or confirmed exposure may not qualify as a medical evacuation event, and subsequent medical care will rely on the availability and accessibility of local medical resources. Ohio State may have limited capacity to provide additional support or services in these circumstances.

Prior to submitting a Spend Authorization in Workday, travelers are advised to research their destination to determine if international commercial aviation is operable, if there are immigration restrictions or public health measures currently in place. Travelers can consult:

- The host nation's embassy or consulate in the U.S. - <https://www.usembassy.gov>
- The U.S. Department of State Travel Advisory for the host nation – <https://travel.state.gov/content/travel.html>

Travelers should note that travel restrictions are subject to change, and some host nation immigration sites are not updated or accurate. The traveler acknowledges that the U.S. Department of State, CDC and/or other applicable travel advisories may change, and the traveler continues to assume the risk related to their travel. The onus of verifying the appropriate immigration requirements, capacity to transit through or enter a specific nation (including the U.S.) or meet local public health ordinances remains the responsibility of the traveler and the College/Unit supporting the travel.

### Travel Documentation Requirements

The traveler is responsible for ensuring that all required travel documentation (e.g., passport, visa) is obtained prior to business travel. The traveler should plan appropriately to secure travel documentation early enough to avoid expedited shipping or travel costs related to delays (e.g., airfare change fees). The traveler is directed to [Travisa](#) to verify all documentation requirements specific to the travel destination.

### Accident and Sickness Insurance (War Exclusion Disclosure)

Faculty and staff who are traveling abroad on official Ohio State University business, as well as their dependents, are covered by accident and sickness insurance through [Zurich](#). This insurance policy does not cover any loss arising directly or indirectly as a result of declared or undeclared war or any act of war causing loss within Afghanistan, Belarus, Ethiopia, Iraq, Israel and the Occupied Territories, Libya, Myanmar, North Korea, Russia, Somalia, Syria, South Sudan, Sudan, Ukraine, Yemen or the Insured's country of primary residence. Coverage details and exclusions are available on the [Office of International Affairs website](#). Contact OSU International Risk Management with additional questions at [IRM@osu.edu](mailto:IRM@osu.edu).

### Equipment and Data Security

The traveler is directed to their unit's IT support for coordination of loaner equipment (e.g., laptop or tablet) to ensure protection of institutional data while traveling internationally. [See more information regarding data/technology security.](#)

### International Ground Transportation

The traveler should consider ground transportation that is safe, cost effective and with limited risk (e.g., taxi, rideshare, train, bus). International car rental is not recommended due to limitations for damage and liability coverage that may impact the traveler personally. When car rental is necessary, the traveler must ensure the required damage waiver and liability insurance coverage for all business rentals is secured. University insurance requirements noted in the [Travel Policy](#) may not be automatically included with international rentals. Additional fees and insurance requirements may be applicable to the laws of the country/region. Traveler is directed to contact the applicable rental location to determine if additional coverage requirements exist for the international destination and obtain coverage as appropriate. [See more information regarding car rental for business.](#)

## International Acknowledgement of Understanding – Faculty/Staff (cont'd)

### Fly America Act Requirements (Sponsored Program Travel ONLY)

Travelers must comply with the [Fly America Act](#) with sponsored program travel (see additional [guidelines](#)) which requires the following:

- A U.S. flag air carrier (an airline owned by an American company); or
- A foreign carrier that operates under a U.S. flag air carrier code-sharing agreement and identifies the U.S. flag air carrier's designator code and flight number.

### Acknowledgement and Certification (required for each International travel – attach signed copy to Spend Authorization)

Traveler Signature	X	Date
Spend Authorization #		