

SUBJECT: U-M International Travel SPG added to Annual Internal Controls Certification

Dear Colleague:

The university is committed to supporting faculty, staff and students in pursuing international research, educational activities, and service. While travelers have significant responsibility for their own health, safety, and security, the university has also developed a series of requirements that are intended to protect the welfare of our travelers.

The university's [International Travel Policy \(SPG 601.31\)](#) was recently modified to describe these requirements, clarify definitions of university-related travel, as well as establish individual and unit-level expectations for compliance. While the SPG was modified to include more information, the most important aspects of the policy remain:

- Faculty, staff, and students should [register their travel](#) and carry U-M travel abroad health and evacuation insurance.
- All education abroad programs should be approved by the leadership of the sponsoring units in advance of travel.
- All U-M travelers must follow the [warning/restriction guidelines](#) set by the Provost's Office and the International Travel Oversight Committee.

It's very important that steps are undertaken to ensure that university travelers heading abroad be made aware of this policy and its benefits. On that note, a policy section—which includes an item on promoting the International Travel Policy—will be added to the 2017 Annual Unit Certification of Financial Results and Internal Controls.

The Certification Process will not take place until this fall, but we're reaching out to you now so you will have time to fulfill the expectations about promoting the International Travel Policy. The actual language for the Certification item related to international travel appears below:

"I am promoting the U-M [International Travel Policy SPG 601.31](#) within my unit by ensuring that Travel Safety posters are prominently displayed and have sent a communication to my faculty and staff about informing international travelers of university requirements."

The International Travel Policy expectation on the Certification includes two components:

1. Displaying posters: Travel safety posters have been provided to units and it's critical these posters remain displayed in highly visible areas to generate awareness about the travel policy. Additional posters can be obtained by contacting the Provost's Global Engagement Team at: global.engagement@umich.edu.

2. Communication to faculty and staff: A sample email communication is attached for your reference. This message informs your employees about basic international travel requirements and their responsibilities. You are welcome to customize this email and distribute it within your unit as one way to fulfill the requirement for promoting the International Travel Policy.

If you have any questions about the International Travel Policy, please contact Patrick Morgan, Senior Advisor for International Health, Safety, and Security and Chair of the International Travel Oversight Committee (ITOC) at umich-itoc@umich.edu or (734) 763-0395.

The official Annual Unit Certification Forms will, as in prior years, be distributed for your completion and signature in late August. The signed forms are due by the end of September. We encourage you to contact Brent Haase, Internal Controls Manager, at hassebr@umich.edu or (734) 763-0260 if you have any questions about the Certification Process.

Thank you for your cooperation,

Nancy Hobbs
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