

**Pomona College Policy**  
**College-Funded International Travel**  
**SPONSORING OFFICE GUIDE**

## **OVERVIEW**

This document outlines the essential responsibilities of any office or department sponsoring international travel for Pomona College students. This policy applies to all independent or College-related travel pursuits outside the U.S. for which Pomona provides any monetary funds and/or academic credit. It includes but is not limited to study abroad, individual or faculty-related research/project travel, internships, department-sponsored outings, conferences, field trips, spring break travel, etc. **It is the responsibility of the department, office sponsoring travel, or program providing monetary rewards to inform students about requirements of the policy and maintain all records of the students they are supporting.**

## **WHY THIS MATTERS**

Adherence to these guidelines

- Ensures legal compliance with institutional policies and international regulations.
- Provides clear communication channels during emergencies.
- Maintains proper insurance coverage for all participants.
- Creates accountability and essential documentation for all travel programs.
- Protects travelers, faculty, staff, and the College from preventable risks and liability.

## **SPONSORING OFFICE RESPONSIBILITIES CHECKLIST**

Before approving travel

- ☐ Review [U.S. Department of State Travel Advisories](#) for proposed destination(s). Confirm all destinations, including the primary site and any location a student will be traveling to or through, are at Level 1 (Exercise Normal Precautions) or 2 (Exercise Increased Caution).
  - Please note that a country may have an overall Level 1 or 2 travel advisory but within the guidance for the country, there may be specific areas or regions designated as “Reconsider Travel” (Level 3) or “Do Not Travel” (Level 4).
  - Please be advised that the Travel Risk Assessment Committee (TRAC) does not currently approve Pomona-funded travel to countries or areas within countries designated at Risk Level 3 or 4.
  - Contact the Dean's Office for the most current information about appeal procedures. After the student writes an appeal, the sponsoring office should submit it on the student’s behalf to TRAC for review before a student is notified about funding by the sponsoring office.

- ☐ Check [CDC Travel Health Notices](#) to ensure destinations are not at Warning Level 3.
- ☐ Prepare, collect, and maintain all required documentation.
- ☐ Inform student that in case of emergency while abroad, they should contact **Campus Safety at 909-607-2000** and the [on-call dean](#).
- ☐ For credit-bearing study away opportunities during the academic year, please direct students to the [International and Domestic Programs Office \(IDPO\)](#).

## REQUIRED DOCUMENTATION

The sponsoring office must and have on file, the following information from the student:

- ☐ [Travel Participation Release/Waiver](#)
  - Sponsoring office should customize the waiver with specific program details *before* distributing it to students (including [ENTITY], [LOCATION], dates, etc.).
  - Ensure waiver is signed by each student traveler AND co-signed by parent/guardian.
- ☐ Detailed project description and budget submitted with funding application.
- ☐ Copy of the student's passport information and visa pages.
- ☐ Travel itinerary with complete details of accommodations and transportation.
- ☐ Emergency contact information for student.
- ☐ At least one partner or emergency contact in the destination country.
- ☐ Confirmation of [Crisis24 Horizon](#) registration for each international student traveler. Ensure all travelers complete the steps in these [instructions](#).

## INSURANCE INFORMATION

- ☐ Provide students with a copy of the [Claremont Colleges International Travel Insurance Plan](#).
- ☐ Inform students that
  - They will automatically receive coverage via the Claremont Colleges International Travel Insurance Plan. No additional registration is required.
  - Coverage extends for the duration of the sponsored activity, plus two weeks before and after.

## DURING TRAVEL

- ☐ Maintain regular contact with travelers.
- ☐ Ensure students update Crisis24 with any itinerary changes.
- ☐ Be available as a point of contact for emergencies.

## POST-TRAVEL

- ☐ Collect and securely store all travel documentation records for a minimum of seven years.
- ☐ Conduct post-travel and program debrief conversations as appropriate.

## EMERGENCY CONTACT

In case of emergency while abroad, contact **Campus Safety at 909-607-2000** and the [on-call dean](#).