

UT Health Science Center:
IA100 International Travel Requirements

Version 2

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No./Title: IA100 – INTERNATIONAL TRAVEL REQUIREMENTS	Resp. Office: International Affairs Approval Body: CASA	Effective Date: 10/06/2014
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Related Information:	UTHSC Export Control Policy UT System Fiscal Policy F1075 - Travel International Travel Registration Program webpage	

OVERVIEW

The University of Tennessee Health Science Center recognizes that faculty, staff, and students may need to travel abroad on **official** university business (e.g. participation in professional society meetings, travel to meet with business partners, participation in an educational program that confers academic credit, etc.). To provide support for such travel and mitigate risk for travelers and for the University, the UT System contracts with an external medical and travel security service company vendor to facilitate communication with travelers and provide insurance coverage and referrals for medical care and other services for those traveling abroad. Prior registration is required for all individuals traveling abroad using the following procedure in order to receive reimbursement for travel and/or to receive academic credit and to receive covered services from the external vendor.

For the link to the online form and more information, please visit:

<https://uthsc.edu/international/travel-registration.php>.

PROCEDURE

All individuals traveling abroad on official university business must complete an online international travel registration at least two weeks *prior to commencement of their trip*. All travelers to U.S. territories are also required to register. These territories include Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, and Northern Mariana Islands. Travel to countries bordering the U.S., Canada and Mexico, is international travel and requires compliance with this registration program.

This pre-registration requirement applies to all of the following categories of faculty, staff and students:

1. All Faculty, Staff, and Students traveling abroad on University funds
2. All Faculty, Staff and Students traveling abroad on University business without University funds (example: a faculty member invited to give a keynote address at a conference and his/her costs are fully paid by the conference)
3. All Students traveling abroad and receiving academic credit (example: student

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participating in a recognized elective at an institution with which UT Health Science Center has a formal agreement).

4. All Students traveling abroad on non-credit programs sponsored by academic programs/departments (example: travel organized by a college to allow students to understand health care systems in another country).

Individuals traveling for solely personal reasons (vacation, medical mission trips, etc.) are not eligible for coverage through this program and should not register their travel.

1. To register, at least two weeks prior to departure, prospective travelers should complete an online form available at <https://uthsc.edu/international/travel-registration.php/> providing all relevant information about the trip. This alerts the Office of International Affairs of the impending travel. Student travelers must also receive prior approval from their college/program director if the anticipated travel is for academic credit or for participation in a college-sponsored noncredit activity.
2. Once the International Travel Registration form is submitted, the traveler will receive an automated email with information about the travel insurance and risk management company contracted by the UT System.

Travelers who fail to complete the registration prior to international travel:

1. May not be successful in obtaining reimbursement for travel expenses.
2. May not be able to access assistance from the travel insurance and risk management vendor.

Accessing Travel Services

If a traveler requires a referral for medical, dental or legal services, the UT System vendor should be contacted by the traveler. Travelers are expected to pay for these services at the point of care and file paperwork with their insurance companies later for reimbursement.

If there is a serious emergency that would require evacuation for medical reasons, civil unrest or climatic event, the traveler should contact the vendor or UT Health Science Center Campus Police (901-448-4444).

Depending on the nature and acuity of the emergency, UT Health Science Center may then authorize the vendor to proceed with the appropriate evacuation/medical services.

APPROVAL HISTORY

Effective: October 6, 2014

Revised: May 15, 2018, Committee on Academic and Student Affairs (CASA)

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