



## Requirements for University of Michigan-Related Travel (UMRT) Group Travel Abroad

### Phase 1: CHECKLIST FOR PRIMARY U-M FACULTY, STAFF, OR STUDENT LEADING THE GROUP

- ❑ Determine the **U-M Travel Designation** on [Global Michigan](#).



**Undergraduate students** are prohibited from traveling to *Travel Health High Risk* and *U-M Travel Restriction* destinations and may travel to *Travel Health Low Risk* - exercise normal precautions, *Travel Health Medium Risk*, or *U-M Travel Warning* destinations if they meet the [requirements](#).

**Graduate students** may travel to a *Travel Health Low Risk* - exercise normal precautions, *Travel Health Medium Risk*, *Travel Health High Risk*, *U-M Travel Warning*, or *U-M Travel Restriction* destinations if they meet the [requirements](#).

- ❑ Ensure the group is registered with U-M by submitting the [Student Group Travel Request Form](#)



For groups where students applied through M-Compass, the program application acts as a U-M travel registration (no need to submit the request form).

For groups where students did not apply through M-Compass, the primary Group Leader must complete the [Student Group Travel Request Form](#) to register the travel with U-M.

- ❑ Determine if *U-M Travel Abroad Health Insurance* will be a group purchase or an individual purchase

If insurance will be a group purchase, contact [UHS-mancare-stuins@med.umich.edu](mailto:UHS-mancare-stuins@med.umich.edu) for assistance. Students purchasing insurance on their own will receive instructions in their M-Compass travel registration.

- ❑ Submit a [Group Safety Plan](#) in M-Compass at least 4 weeks prior to making any non-refundable purchases towards the trip



The group leader will need to submit a Group Safety Plan for *Travel Health Medium Risk*, *Travel Health High Risk*, *U-M Travel Warning*, or *U-M Travel Restriction* destination/s. A Group Safety Plan is not needed for *Travel Health Low Risk* (exercise normal precautions) destinations.

The International Travel Oversight Committee (ITOC) will review the [Group Safety Plan](#) and will follow up if additional information is needed. If [Group Safety Plan](#) is approved, proceed to Phase 2.

### Phase 2: CHECKLIST FOR EACH STUDENT PARTICIPANT IN GROUP TRAVEL ABROAD

Each student participant will be required to:

- ❑ Review the approved Group Safety Plan and ITOC recommendations
- ❑ Complete any remaining requirements listed in **M-Compass**
- ❑ Ensure enrollment in [U-M Travel Abroad Health Insurance](#)



Participants should carefully review the approved Group Safety Plan and ITOC recommendations and make plans accordingly.

**IMPORTANT** - Students should check with their group leader to see if they need to purchase [U-M Travel Abroad Health Insurance](#) individually or if there will be a group purchase on their behalf.

### What is UMRT?

A traveling student who meets one or more of the following criteria is on University of Michigan Related Travel (UMRT):

- Receives U-M in-residence credit for the experience
- Receives funding from a U-M unit or receives funds managed by the U-M for their travel
- Participates in a travel abroad experience that is necessary to achieve a degree requirement. This could include experiences such as degree milestones, dissertation field research, practical, internships, etc.
- Travels on a program or trip organized by a Sponsored Student Organization or a program or trip that is formally sanctioned by a U-M unit as a Sponsored Event
- Travels on a program or trip that is U-M Managed or Organized (an international experience is considered U-M Managed or Organized when a U-M unit, faculty or staff member is involved in creating, funding, or approving the experience, or coordinating the applications and selection of participants)



## Steps for Submitting an International Group Travel Registration Request

### 1. Group Leader Submits the *Group Travel Registration Request Form & Group Safety Plan*

The primary Group Leader should visit [Student Group Travel Request Form](#) to complete a registration request and provide a list of student and/or affiliated participants, as well as travel itinerary details.

For UMRT travel to *Travel Health Medium Risk, Travel Health High Risk, U-M Travel Warning or U-M Travel Restriction* destinations, the primary Group Leader must also complete a [Group Safety Plan](#) for ITOC approval in addition to other U-M and unit travel requirements.

**NOTE** - *Group Safety Plans should be submitted at least 4 weeks before making any non-refundable purchases towards a trip in the event travel is not approved or must be postponed.*

### 4. ITOC Reviews Safety Plans & Notifies Participants of Decision

For student travelers going to a *Travel Health Medium Risk, Travel Health High Risk, U-M Travel Warning or Restriction* destination and have submitted the required [Individual Safety Plan](#), ITOC will review plan and provide a decision.

Student participants should allow up to 4 weeks for processing.

### 2. GET Registers Group Participants

Members of the Provost's Office Global Engagement Team (GET) will register each student and/or affiliated participants in M-Compass.

Faculty/Staff group leaders can self-register in the [U-M Travel Registry](#).

### 3. Group Participants Complete Requirements in M-Compass

After each participant is registered by GET, they will receive an automated message informing them to complete registration requirements in M-Compass. These may include: [Passport Information](#), [Trip Contact Information](#), the [U-M Participation Agreement](#), and [U-M Liability Waiver](#) (for students traveling to a *Travel Health Medium/High or Travel Warning/Restriction* destinations).