

International Travel

International travel must have a preapproval request in Concur **one month** prior to travel.

UML faculty, staff or students (non-study abroad) traveling abroad on university travel status will use the Pre-Travel International request in Concur.

UML faculty, staff or students traveling abroad on personal travel but wish to bring university devices or access university data, will use the Personal Int'l Travel: Authorize UMass Device/Access UMass Data request in Concur.

UML faculty, staff or students who are traveling abroad, whether or not on university travel status, and will be accessing university data or regulated data in an Elevated Cybersecurity Risk Destination, as defined by TARMAC, must obtain permission from UML Information Technology Department's Information Security Team (IT).

All international travel requires the traveler to complete:

- International Export Control and Risk Form
- Request for Professional Absence form (Faculty only).

Faculty/Staff traveling to a High-Risk destination will also be required to complete an Assumption of Risk for High-Risk Destination form.

Students (Non-Study Abroad) traveling to a High-Risk destination will be required to complete a Release of Liability for High-Risk Destinations for Students.

All forms are found in the 'Company Notes' section in Concur.

High Risk Travel Destination

High Risk destinations have been defined by the Systemwide Travel Risk Management Advisory Committee (TARMAC). TARMAC provides:

- [Criteria](#) for designating a high-risk area.
- An [alphabetical listing](#) of high-risk destinations.

Further information can be found on the UMPO travel [website](#).

International Travel with UML-Issued Electronic Devices to Elevated Cybersecurity Risk Destination.

Elevated Cybersecurity Risk destinations have been defined by TARMAC.

- [Criteria](#) for designating Elevated Cybersecurity Risk Destinations.
- An [alphabetical listing](#) of elevated cybersecurity risk destinations.

Further information can be found on the UMPO travel [website](#).

Any UML faculty, staff, or student who is traveling internationally with any UML equipment or materials must complete the Request to Export Docusign form available on the [Office of Research Integrity Shipments website](#) prior to traveling.

Any UML faculty, staff, or student who is traveling internationally with any UML-issued electronic devices (laptop, tablet, mobile phone, etc.) must complete the Annual Certification Docusign form found on the [Office of Research and Integrity Travel website](#) prior to traveling.