



## **International Travel Registration Policy**

### **I. Policy Statement**

WPI students, faculty, and staff travel all over the world for their studies and research. It is extremely important that WPI has the capability to track the whereabouts of our students, faculty, and staff as they travel around the world on WPI business. Requiring registration on the “My Trips” portal means that all WPI travelers can access critical international insurance coverage, and emergency medical and security assistance during their travels. International travel registration also allows International SOS (ISOS), WPI’s international travel medical and security assistance partner, to send registered travelers automatic alerts of incidents impacting registered destinations. Registration pre-authorizes registered travelers to use the medical, security and travel services of ISOS while abroad.

### **II. Scope**

This policy applies to all WPI-Sponsored International Travel by students, faculty and staff. This policy does not apply to travel purchased by students, faculty and staff with their own personal funds.

### **III. Definitions**

**“WPI-Sponsored International Travel”** means all travel by WPI students, faculty, and staff that is part of academic, scholarly, or business work in which the traveler is representing WPI, that is funded, in whole or in part by WPI funds (regardless of purpose) or by a grant, foundation, company, or other university. Such travel may include, but is not limited to travel for: teaching, research, academic study, attendance at a conference, official global project programs, internships, volunteer or work programs and other experiential learning, field studies, performances, athletic contests, or trips abroad in connection with a WPI-recognized student organization, academic or administrative unit.

**“WPI MyTrips Travel Registry”** is a confidential and secure database for maintaining key travel information for all WPI students, faculty, and staff conducting WPI-Sponsored International Travel. It is the official and authoritative source of traveler information that forms the basis for WPI’s emergency response protocols and communications strategy (e.g., alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad.

### **IV. Policy**

All students, faculty, and staff engaging in WPI-Sponsored International Travel are required to register their travel on the [WPI MyTrips Travel Registry](#) and are required to update the registry if their travel plans change.



V. **Questions**

If you have any questions regarding this policy, please contact Gary Collins at [gcollins@wpi.edu](mailto:gcollins@wpi.edu).

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**Policy Sponsor:** Associate Director for International Risk Management

**Responsible Department:** Interdisciplinary & Global Studies (IGSD)

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**Revision Date:** n/a