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I. **INTRODUCTION**

The Smithsonian Institution (SI) is a global organization, working across art, history, culture, science, and education in more than 140 countries around the world. Whether assisting in the rescue of cultural treasures following a natural disaster or conducting cutting-edge scientific research for biodiversity conservation, our scholars and professionals are engaged throughout the world to explore, care for, and support our global cultural and natural heritage – all in the service of the Smithsonian’s mission: the increase and diffusion of knowledge.

The Smithsonian Guidance to International Travel is designed to:

a. Discuss potential security and safety risks to travelers abroad.

b. Provide the steps required of SI employees seeking to initiate international travel.

c. Define the roles and responsibilities of SI employees, supervisors, and support units involved in international travel.

*The guidance and steps outlined below are **NOT** intended to replace any existing guidelines, policies, or procedures pertaining to project or program approval. However, the international travel associated with a project or program is subject to this review process. International travel subject to this review process must receive approval in order to proceed.*

II. **APPLICABILITY**

The International Travel Risk Review process outlined in below applies to the following personnel traveling outside the United States or its territories:

- Employees (SI Federal or Trust employees)
- Invitational travelers

III. **TERMS AND DEFINITIONS (See Appendix A)**

IV. **APPROVAL PROCESS**

All Travelers must complete the International Travel Risk Review (ITRR) process. The ITRR process assists the Traveler/Supervisor in determining the level of risk (Low, Medium, or High) associated with the Traveler’s trip. Upon completion, if the travel is determined to be high, the Traveler/Sponsor must contact the Office of International Relations (OIR) to begin the Security Risk Review process [OIR-ITTF@si.edu](mailto:OIR-ITTF@si.edu). The approval is specific to the Security Risk Review (See Figure 1).
Traveler and Supervisor/Sponsoring Unit complete International Travel Risk Review process to determine Risk Level

Traveler initiates pre-travel actions based on risk level as identified in Table 1

High Risk: OIR notifies ITTF for review and decision

ITTF Declines Approval

Travel may not be booked. Decision may be re-assessed at a later date if conditions materially change

ITTF Approves

Low / Medium Risk

Travel arrangements may be finalized subject to (1) Approval of Travel Authorization in Concur (2) Compliance with any conditions established in this document
A. Security Risk Review

To complete the ITRR process, the Traveler and immediate supervisor, or sponsoring unit, are required to reference the U.S. Department of State – Bureau of Consular Affairs: International Travel Website and review the “Travel Advisories.” Based on this information, the Traveler must identify the appropriate risk designation for the countries to which he or she plans to travel:

- **Low Risk.** If a country or region has a Level 1 - Exercise Normal Precautions advisory, travel is categorized as a “Low Risk”.
- **Medium Risk.** If a country or region has a Level 2 - Exercise Increased Caution or a Level 3 - Reconsider Travel advisory, travel is categorized as a “Medium Risk”.
- **High Risk.** If a country or region has a Level 4 – Do Not Travel advisory, travel is categorized as a “High Risk”.

**Low or Medium Level Risk**

If the ITRR process characterizes the travel as low or medium risk, the Traveler may proceed to process his or her travel authorization within Concur. Additional information or action may be required as noted in Table 1.

**High Level Risk**

If the ITRR process characterizes the travel as high risk, the proposed travel is subject to a review by the ITTF before the Traveler can proceed to process his or her travel authorization within Concur and make final travel arrangements. OIR will review the Traveler’s request for instances of High Risk countries/regions, solicit additional information from the Traveler as appropriate, assess the high risk determination, formulate a recommendation and submit the recommendation to the ITTF for final decision. The ITTF will carefully weigh the risk to both the Traveler and the Smithsonian if the Traveler engages in an international trip.

V. PRE-TRAVEL ADVISEMENTS & REQUIREMENTS

The Smithsonian is committed to the well-being of all who engage in international travel on behalf of the institution. Resources for the Traveler are provided at [https://www.internalsos.com/MasterPortal/default.aspx?membnum=11BCPS000166](https://www.internalsos.com/MasterPortal/default.aspx?membnum=11BCPS000166). Travelers are required to complete certain actions based on the risk designation applicable to a particular trip. These advisements and requirements are identified in Table 1:
<table>
<thead>
<tr>
<th>Security Assessment Action Items</th>
<th>Low Level 1</th>
<th>Medium Level 2 or 3</th>
<th>High Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security risk review must be subject to ITTF review for approval and travel arrangements should not</td>
<td>No</td>
<td>No</td>
<td>Required</td>
</tr>
<tr>
<td>not be finalized until approval is obtained.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Specific Security Plan (Funded by Unit)</td>
<td>No</td>
<td>No</td>
<td>Based on ITTF Review</td>
</tr>
<tr>
<td>Project Specific Risk Assessment (Funded by Unit)</td>
<td>No</td>
<td>No</td>
<td>Based on ITTF Review</td>
</tr>
<tr>
<td>Traveler must review and update their personal profile in Concur and ensure that the cell phone to</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>be used during travel is listed as the primary contact number.</td>
<td></td>
<td></td>
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<tr>
<td>Traveler is required to review Pre-Travel Advisory (PTA) provided in an email by ISOS TravelReady.</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Traveler is required to print Emergency Contact Card provided by ISOS in the PTA Email.</td>
<td>Advised</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Traveler is required to download the ISOS Assistance App on his or her mobile phone and perform</td>
<td>Advised</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>daily check-ins through the application. See <a href="https://www.internationalsos.com/assistance-app">https://www.internationalsos.com/assistance-app</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Traveler must possess a mobile phone provided by his or her Unit or Traveler may elect to use</td>
<td>Advised</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>his or her personal phone instead of using a SI issued phone. Any personal phone utilized for the</td>
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<tr>
<td>purposes outlined in this policy must be preloaded with emergency contact information for ISOS and</td>
<td></td>
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<tr>
<td>local resources.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Traveler must register with the State Department STEP Notifications. See <a href="https://step.state.gov/step">https://step.state.gov/step</a></td>
<td>Advised</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

*Table 1*
A. Medical Assessment

The International Travel Risk Review requires Travelers and Supervisors/sponsoring units to consider the medical risks associated with their travel itinerary. At a minimum SI travelers should consult the Department of State recommendations for international travel, and the Center for Disease Control International travel pages for warnings for their expected destination countries. Smithsonian Occupational Health can assist by providing a personal, comprehensive medical and occupational travel risk assessment by a physician. This consultation includes providing travel related medications and vaccinations, and is optional for low or medium risk destinations.

Travelers are required to consult the CDC watch level warnings for the country of travel. Travelers to countries designated by the CDC as Watch Level 1 or 2 are encouraged to:

- Consult with OSHEM/OHS prior to travel [OSHEM/OHS Prism site](#)
- Complete a [Medical Risk Review](#) within one year of projected travel departure date
- Confirm coverage by their private medical insurance in the project’s location(s)

Travelers to countries designated high risk or those with high risk personal medical conditions are required to consult with Smithsonian Travel Medicine Clinic, Occupational Health Services prior to finalizing travel arrangements.

B. Occupational Assessment

A Job Hazard Analysis shall be completed as required by SD 419, the SI Safety and Health Program for activities performed in international locations. Depending on the risk identified and in consultation with the Unit Safety Officer and Supervisor/sponsoring unit, Travelers may be required to:

- Complete any activity specific training identified by the Job Hazard Analysis.
- Acquire appropriate Personal Protective Equipment (PPE).
- Receive a Medical Clearance from Occupational Health Services prior to travel (e.g. Respirator, Dive, hazardous exposure, zoonosis, animal care and use).
- Complete the necessary training to ensure appropriate use and understanding of the PPE.
- Determine the need and/or acquire local SME(s) for duration or portion of trip.
Appendix A: Terms and Definitions

**Center for Disease Control (CDC):** CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. The CDC proactively works to mitigate the spread of diseases, and supports communities and citizens in doing the same.

**Concur:** A web-based travel system created, operated, and supported by Concur Technologies. The most widely deployed of two online travel systems approved for use by federal agencies, Concur provides the ability to create a travel authorization; book airline, hotel and rental cars through an on-line booking engine; and create a voucher at the end of the trip.

**International SOS (ISOS):** [International SOS](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCPS000166) is a medical and travel security service with whom SI has contracted to provide resources for assessing geographic, social and political risks, as well as offering relevant advice, and potential assistance to travelers. Additionally, ISOS provides emergency evacuation services in cases of extreme risk.

**International Travel Risk Review:** A security, occupational activity, and medical review process that will be initiated during the development and planning stages of any SI program or project that will require international travel.

**International Travel Task Force (ITTF):** A multi-unit Smithsonian committee with representation from the following offices:
- Office of the General Counsel (OGC)
- Office of Communications and External Affairs (OCEA)
- Office of International Relations (OIR)
- Travel Management Office (TMO)
- Office of Protection Services (OPS)
- Office of Safety, Health, and Environmental Management/ Occupational Health Services (OSHEM/OHS)
- Risk Management
- The Provost
- The Under Secretary for Finance & Administration

**Invitational Traveler:** A non-employee traveling at the invitation of SI, and acting in a capacity directly connected with official SI activities.

**Office of International Relations (OIR):** OIR is the Smithsonian office responsible for the International Travel Risk Review and monitoring process.

**Office of Safety, Health, and Environmental Management/ Occupational Health Services:** An SI unit that contributes to international travel through a country-by-country analysis of your itinerary, anticipated activities, and review of previous immunizations in order to develop an individualized travel health plan.
Pre-Travel Advisory (PTA): An e-mail notification to the traveler that offers important security information relevant to travel.

Project Specific Risk Assessment: A more detailed risk analysis provided by a security consultant that outlines the risks associated with a specific project.

Project Specific Security Plan: A more detailed plan provided by a security consultant to comprehensively capture the unique logistics and requirements of a specific project.

State Department STEP Notifications ([https://step.state.gov/step](https://step.state.gov/step)): A free service under the auspices of the State Department to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. embassy or Consulate.

Subject Matter Expert (SME): A person with bona fide expert knowledge about necessary technical and safety procedures for a particular subject area.

Traveler: The person(s) who will be traveling for a specific international project or program.

Traveler Supervisor: The approving official for authorized travel and SI supervisor who has overall responsibility for ensuring the review process is complete for individual travelers.

Traveler Sponsor: A supervisor of the organization providing travel for an invitational traveler. The SI project sponsor/lead assumes the responsibilities of the traveler’s supervisor and has overall responsibility for ensuring the review process is complete.

TravelReady: The ISOS provided application, which offers an automated and auditable flow of information between the traveler, the Supervisor, and ISOS.

TravelTracker: An ISOS management platform by which the administrator can interact with tools and services available through ISOS membership, which allows for visibility of the traveler, means to communicate when an incident occurs, and pre-trip and in-trip mitigations of risk.