



UNIVERSITY OF MARYLAND

DEPARTMENT OF PROCUREMENT AND BUSINESS SERVICES

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INTERNATIONAL TRAVEL: DUTY OF CARE

Dear Travelers,

The University of Maryland prioritizes its Duty of Care obligations to support the health, safety, and security of its community while they are working or traveling on behalf of the university.

As you plan international travel, please be aware of the following:

- Travelers with travel- or flight-related challenges should contact [Collegiate Travel Planners](#) for assistance. If the trip was booked directly with an airline, contact the airline for assistance.
- All travel requires an approved Travel Request in Concur. This is critical for international travel. This ensures enrollment in international medical and security assistance insurance ([CISI](#)).
- All UMD international travelers should download the [Healix Travel Oracle app](#) which can provide country-specific health and safety alerts.
- All international travelers should [enter a cell phone number](#) in Concur that will be reachable in their destination country(ies).
- Travelers to higher-risk locations should request a health, safety, and security (HSS) consultation with Leanne Johnson, Director of International Risk Management, prior to departure to discuss the UMD resources available to help manage identified risks.
- If you become aware of any international travelers who need emergency medical or security assistance, or whose work-related travel and wellbeing may be negatively impacted by global events, please call UMPD at 301-405-3333.

Thank you for your assistance in ensuring safe travels for our UMD community.