

Procedure for requesting approval for international travel while on leave (OCSA or other forms of leave):

Faculty members requesting OCSA and other forms of leave need to follow the procedure below:

Submit documentation for departmental and college review:

1. Please use existing departmental processes for OCSA or other leave requests to obtain departmental and college level review.
2. Submit documentation indicating support from the department chair and the dean of the college to Kathy Brown (brownkv) at Academic Affairs.
 - a. If traveling as a Fulbright fellow, please submit documentation showing that travel is approved by Fulbright at this time.

International Travel Safety and Health Committee review:

Due to the critically high COVID-19 levels in most countries as determined by the [CDC](#), all international travel needs to be reviewed by the International Travel Safety and Health Committee.

To request review:

1. Prepare a COVID-19 specific safety plan which includes:
 - a. Safety precautions prior to, during, and after travel to mitigate risk of SARS-CoV-2 exposure and transmission.
 - b. Lodging details (be specific - who is staying where for how long)
 - c. Detailed cleaning and disinfection procedures if relevant (especially for shared lodging)
 - d. Contingency plans for a positive SARS-CoV-2 test for you or a member of your family and evacuation plans in the event an outbreak occurs and/or the University requests the traveler to return to the US.
2. Contact Chrissie Faupel (faupell), the Director of Education Abroad, to determine whether there are additional travel warnings to this area due to other reasons such as civil unrest. Prepare additional documentation describing risk mitigation if necessary.
3. Submit both documents to the *International Travel Safety and Health Committee* chair Dr. Mark Ginn (ginnmc) for assessment of risk by the committee.
4. The committee will submit their recommendation regarding approval of the travel to Associate Vice Chancellor, Jesse Lutabingwa. Dr. Lutabingwa will review the committee recommendation and submit his recommendation of the request (support/not support) to the Provost.

University review, approval, or denial:

1. The Provost and the Chancellor will use the available documents to make a determination on the international travel request.
2. If approved, the Provost will contact the Associate General Counsel Jennifer Chrisohon. Ms. Chrisohon will reach out to the faculty member to ask for information for the Acknowledgement and Assumption of Risk form.