

Procedure for requesting approval for international travel for university-sponsored travel (November 18, 2021)

Currently, all university-sponsored international travel must be approved by the Chancellor. Please note that there are two parallel processes that need to be followed to obtain approval: Chrome River and Veoci. The Chrome River process is required to provide information about the “business purpose” of the trip. The Veoci process is required to address risk mitigation regarding COVID-19 and other reasons for elevated risk abroad, including but not limited to political unrest. Please also note that, currently, only fully vaccinated individuals are permitted to travel internationally on university-sponsored trips. Additionally, all individuals traveling to international destinations are required to sign an “Acknowledgement and Assumption of Risk Form”.

Faculty and staff requesting approval for university-sponsored travel should follow the steps below:

1. Submit a travel authorization request through Chrome River using existing practices in your unit.
2. Submit a separate request through Veoci using the [international travel plan form](#) to provide information about COVID-19 and other types of risk mitigation (if applicable) during your travel.
3. Your plan will need to address the following; we recommend that you prepare this information prior to starting your request.

Travel Advisory Information. You can get this information at the Department of State Travel Advisory website [here](#) and Center for Disease Control website [here](#). If you have additional questions or need help, please contact OIED.

- a. If the destination you are traveling to is Level 2-4, you’ll be asked to summarize the precautions you will take to address the current travel advisory.

Travel Contingency Planning:

- a. Identify at least one emergency contact.
- b. Identify financial contingencies in the event travel is extended longer than anticipated due to isolation or quarantine requirements
- c. Identify alternative lodging options in the event and extended stay is required or previously secured lodging is no longer suitable due to isolation or quarantine requirements
- d. Identify meal delivery options in the event you are required to isolate or quarantine
- e. Identify at least one local COVID-19 testing site near your travel destination
- f. Identify at least one medical care facility near your destination that you can seek emergency care from should you become ill while traveling

Travel Safety Plan:

- a. Please summarize how you will maintain social distancing while traveling
 - b. Please summarize your cleaning and disinfection protocols while traveling
 - c. Please summarize any other pertinent prevention strategies you will follow during your trip
 - d. Please outline the COVID-19 safety protocols being implemented to reduce exposure risk while using shared lodging (this shall include a list of which travelers are staying together)
4. The risk mitigation plans will be reviewed by EHS&EM (for COVID-19), the Global Health and Safety Committee, and the Associate Vice Chancellor for International Education and Development.
 5. Recommendations for approval from EHS&EM, the AVC for International Education and Development along with recommendations from Academic Affairs or other Divisions will be compiled and shared with the Provost.
 6. The Provost will then take any approval recommendations to the Chancellor for final approval as described by university policy 510.2, "[Travel to Destinations of Elevated Risk](#)".
 7. Approval for the travel will be communicated to the travel by the Provost with a copy to the Office of General Counsel.
 8. The Office of the General Counsel will then contact the traveler to ask for information for the Acknowledgement and Assumption of Risk form.
 9. Please see flowchart for the process.

Students:

1. Students who are requesting approval for university-sponsored travel for research or conferences will essentially follow the same process above. However, faculty or staff supervisors will submit travel requests for students with relevant information about the travel (travel destination, purpose of the trip, and dates.)
2. If there is more than one student traveling, please pick "group travel" from the drop down menu and submit a list of travelers with names, last names, and Banner ID's.
3. Additionally, each student must submit their information through to the Veoci travel system using this [link](#) and submit the confirmation email to their faculty/staff trip leader. Having the student's information in Veoci greatly expedites the approval process
4. Students who are requesting approval for study-abroad should contact OIED.