



Travel Exception Request Form

This form has been developed to capture the essential information needed to evaluate such requests. Once completed, send the form to Wade Bond via email using wbond@fa.ua.edu

Helpful links

UAS Interim Policy: <http://uasystem.edu/update-to-ua-systems-covid-19-interim-emergency-policy-statement/>

UA International Travel Policy:

http://international.ua.edu/files/2018/02/travel_warning_policy_modified_DOS_changes_Feb_2018v31.pdf

CDC COVID-19 website: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

General Information

1. Name of Traveler(s):
2. Date Form was Submitted:
3. Name of Person Completing Form:
4. Email Address and Phone Number of Person Completing Form:
5. Purpose of the Travel:
6. Describe Expected Activities:
7. Will the traveler(s) be attending a conference or similar gathering that will include people from a wide variety of countries? If yes, explain in detail. yes no

8. Departure Date:
9. Expected Return Date:
10. List all modes of transportation (air, sea, rail, bus, etc.) you plan to utilize during your trip:
11. Departure City:
12. Destination City:
13. While in route, you may make connections in one or more cities. List those cities:
14. After reaching your destination city, you may travel to other countries. List those countries and provide an itinerary for your trip (i.e., dates, locations, etc.):
15. In your view, why should an exception be made in your case?

Confirmations

16. Please confirm that all travelers will thoroughly review the UAS International Travel Assistance Program information found here: <http://uasystem.edu/international-travel-assistance>

yes no

17. Please confirm that all travelers understand how their travel should be registered with UA before departure.

yes no

18. Please confirm that you have thoroughly reviewed all reasonably available information related to the infectious disease risks associated with your travel, including all information posted or available through the University's <https://healthinfo.ua.edu> website.

I confirm that I have thoroughly reviewed all reasonably available information.

19. Please confirm that all travelers will register with the U.S. embassy or consulate nearest their destination prior to arrival and will keep the U.S. embassy or consulate informed of their whereabouts while in-country. This should be done at

<http://travelregistration.state.gov/ibrs/home.asp>.

yes no

Security Preparations and Emergency Plans.

When you submit this request, please include the following items:

20. Provide detailed information on the security situation in the country to be visited. *Resources for this information should include, but are not limited to, the Department of State travel advisories, the Centers for Disease Control (CDC) level (snapshot or image grab requested), Overseas Security Advisory Council (OSAC) reports and information, similar documents from other countries such as Canada, United Kingdom and Australia, as well as sources known to the traveler through their professional networks.*

21. Explain the precautions planned to mitigate risks to participants in the program or travel. *These should include a description of how students/faculty/staff will be informed about and prepared to manage any risks of travel.*

22. Provide details of any institution or key contacts with which you are partnering or who operate the program. Include a list of their key personnel, contact information and their emergency protocols (if available).

23. Describe student/faculty/staff's previous experience in the country and/or leading University programs abroad.

24. Outline your preparations to mitigate risk and respond to potential crises (e.g., terrorist incident, epidemic, natural disaster).

25. Describe your communication plan with the group (if applicable), with the University and with emergency contacts in the event of a crisis.

26. Provide a letter from the department chair or supervisor for each faculty or staff traveler confirming a discussion regarding the risks of travel to the proposed destination and stating approval for traveler to visit the proposed destination.

**Please attach letter(s) when submitting this form.*

27. Please include the following documentation if applicable:

a detailed travel itinerary

program proposal

associated syllabi and anticipated credit.

Other Information

28. Is there any other information you would like to share?