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| **International Travel Authorization Request (COVID-19)** | |
| **Name:** |  |
| **Department:** |  |
| **Travel Location:** |  |
| **Travel Dates:** |  |

1) What is the current COVID travel status at your location? What is the COVID level? Please see the CDC web page (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>) and the Department of State webpage (<https://travel.state.gov/content/travel.html>).

2) Current [University policy](https://www.umsl.edu/staysafe/policies.html) outlines that international travel be essential. Please describe the essential nature of the proposed travel.

3) Check if there are any additional travel considerations or concerns (e.g., entry restrictions, vaccine requirements, possible quarantine period, etc.) involving engaging in international travel. What COVID protocols will be followed to ensure safety?

4) Explain the length of stay and document if there are plans to stay extra time for personal reasons since personal time taken may increase exposure.

5) Discuss how you plan to meet U.S. re-entry requirements.

6) Additional university resources may not be allocated if your stay exceeds its expected duration due to unexpected travel considerations arising from international travel during COVID-19 (see questions 1 and 3). Please confirm your understanding that additional university resources will not be used to address such possibilities and your willingness to sign a waiver to this effect.

**Voluntary information**: Have you received a COVID vaccination? Have you uploaded documentation to MyHR (faculty/staff) or the Health portal (<https://health.umsl.edu> – students)? Please note that the CDC and local public health authorities strongly recommend travelers be fully vaccinated before travel. Please note that CDC guidelines should be reviewed for the most up to date information regarding any possible additional restrictions (quarantine, testing, etc.) before returning to campus.

Policy:

Regardless of funding source, requests to engage in university-sponsored international travel – including travel by air or road – must be submitted for review at the college, school or division level first. If the CSD would like to proceed with vetting the destination, then the requestor should work in collaboration with UMSL Global staff and Campus Health Officer Chris Sullivan to ensure that international travel requests are informed by destination-specific health requirements and associated policies, as well as U.S. Department of State and Centers for Disease Control recommendations and policies. Global and Health staff will prioritize individual health and safety when reviewing international travel requests, and will base their recommendation on objective measures and observations as well as best practices in the areas of travel abroad and international health, safety and security. Following their review and recommendation to proceed, CSDs must provide the request for travel and supporting documentation to the Office of the Provost or appropriate vice chancellor for final review and approval.

This form may be submitted to [cassidythompson@umsl.edu](mailto:cassidythompson@umsl.edu) and [sullivan@umsl.edu](mailto:sullivan@umsl.edu) for initial review prior to submission submitting to the Office of the Provost or appropriate vice chancellor for final review and approval.