

**international Restricted Travel appeal:**

**GV-Sponsored Faculty/Staff-led Trips**

**Overview and Rationale**

As part of the University’s efforts to manage health, safety and security risks for students, faculty and staff, all proposed university travel to countries with increased safety, crime, health, or other risk factors must complete a travel appeal process. An appeal will be required for travel to any country listed by the U.S. Department of State as Level 3 (*Reconsider Travel)* or Level 4 (*Do Not Travel)*. Under some circumstances, an appeal will also be required for travel to a country designated as Level 1 or Level 2, such as when a recent natural disaster, recent outbreaks of contagious disease, or heightened political tensions cause increased risk.

**Appeal Process**

1. Faculty/Staff member submits the completed Restricted Travel Appeal form and a copy of the approved program proposal to the International Risk Assessment Committee (IRAC).
2. IRAC reviews each appeal on a case-by-case basis, with a particular focus on the health and safety of all participants and the feasibility of contingency plans.
3. IRAC provides the Provost and Appointing Officer with a brief report outlining any concerns and making a recommendation related to the proposed travel

**APPEAL FORM**

Please provide complete responses to all of the questions and prompts below. ***If you do not have information on any particular question, please indicate that you do not know*.**

1. Please attach a copy of the program proposal that has been approved by your Unit Head and Appointing Officer.
2. Provide the following information for the proposed travel:

|  |  |
| --- | --- |
| **Country or Countries** |  |
| **Dates of Travel** |  |
| **Program Leader(s) Name** |  |
| **Home Department** |  |
| **Estimate on # of participants** |  |

1. Describe your experience with the host country/countries.
2. Please carefully review the information for the countries you will be visiting on the CDC, U.S. Department of State, International SOS, and OSAC Country Security reports websites, and use the information to address the points in the table below. Be sure to address all relevant concerns, including **weather and geologic risks** (e.g., tsunami risk, hurricanes, typhoons, earthquakes); **health-related risks** (e.g., infectious disease, malaria, typhoid); and **political risks** (e.g., upcoming elections, heightened conflicts).

**Insert the travel risk ratings below.**

|  |  |  |  |
| --- | --- | --- | --- |
| Travel Advisory Organization | Risk Level | Specific concerns related to the elevated risk level | \*Measures you will take to mitigate the specific risk(s) |
| [CDC](https://www.cdc.gov/)  (levels 1-4) |  |  |  |
| [US Dept of State](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)  (levels 1-4) |  |  |  |
| International SOS  (low, medium, high, extreme) |  |  |  |
| [OSAC](https://www.osac.gov/Content/Browse/Report?subContentTypes=Country%20Security%20Report)  Country Security Report |  |  |  |

\*Mitigating measures might include avoiding travel to certain neighborhoods in a higher risk area, using only specific means of transportation, encouraging mitigation strategies such as wearing long sleeves in areas at risk for malaria or other insect-borne diseases, provide training for participants on how to respond during an earthquake, providing advice on foods to avoid to limit exposure to food-borne illness, etc.

**Contact International SOS and speak with a security expert for the country where the program will take place**. Include details on the advice provided by ISOS and mitigation strategies you will put in place.

1. What is the compelling reason why this travel must take place at this location, despite the current risks? Could this coursework or activity be completed at another location that poses less risk?
2. Is the Embassy or Consulate nearest to your destination open with full services available? If the Embassy or Consulate is not open or has limited services available, please provide details.
3. Describe the contingency plan if something happens to the group leader while abroad? What are the options for ensuring program continuity?
4. Provide information on the in-country support that will be available to the program, including the host organization’s experience and expertise in crisis management.
5. Address the potential financial implications to the participants and/or the University of (a) a necessary last-minute cancellation of the program, (b) a required extended stay for a participant or the entire group; and (c) a situation in which the group or program’s academic goals are not met due to an unforeseen issue such as COVID-19 outbreak in the group or a government-imposed lockdown.
6. Describe the refund policies for the major in-country expenses that must be pre-paid?
   1. Housing?
   2. Transportation services
   3. Hosting organization
   4. Airfare
   5. Other

**COVID**-**19 RELATED CONCERNS**

1. What are the COVID-19 regulations in your host country (e.g., quarantine/isolation requirements, testing upon entry, mask mandates, etc.)?
2. What is the plan if a student tests positive for COVID-19 upon entry into the country?
3. What are the contingency plans for academic continuity if multiple students are quarantined?
4. Will the housing facilities be able to accommodate individual rooms if someone tests positive for COVID-19 and is required to isolate?
5. Is in-country COVID testing accessible for individuals with known exposure and/or experiencing symptoms? If so, where would you go for testing and how much would it cost?
6. Is there a COVID vaccine requirement for entry into the country? By the host organization?
7. How do you plan to prepare students for the potential for itinerary alterations, travel restrictions, or other barriers that might be experienced while in the host country?

**APPROVALS**

**Unit Head**

By signing below, the chair of the department in which the faculty teaches certifies that the proposed

travel is:

* **Academically Necessary** *(e.g., fulfills a degree requirement that would be difficult to fulfill on-campus or is essential to help students develop a skill required for professional certification)*
* **Academically or strategically Important** *(e.g., program focuses on underrepresented or at-risk students, offers an opportunity that cannot be obtained through other providers, or is critical in supporting research or other institutional priorities)*
* Not Academically Necessary or Important
* The Department is prepared to provide support should contingency plans be activated due to a disruption in the program (e.g., group leader is unable to complete the program or some other unforeseen event)

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Dept. Chair/Supervisor Signature Print Name Date

By signing below, the Appointing Officer is agreeing that proposed travel is a priority and has the College/Division’s full support to travel.

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Appointing Officer Signature Print Name Date

Submit your completed appeal to Rebecca Morrissey, [hambletr@gvsu.edu](mailto:hambletr@gvsu.edu).