



# CENTER FOR INTERNATIONAL EDUCATION AND GLOBAL STRATEGY

UNIVERSITY AT ALBANY State University of New York

## REQUEST FOR EXEMPTION FOR TRAVEL TO HIGH RISK DESTINATIONS

*The University at Albany does not permit faculty or staff university-related international travel to United States Department of State Advisory Level 4 “Do not travel” destinations nor to Center for Disease Control Level 3: Avoid non-essential travel destinations. Such advisories may apply to an entire country, or to a specific location within a country. Exceptions are only permissible through the UAlbany Request for Exemption process. Decisions to confer an exemption are made by the International Travel Review Committee. This form should be completed and submitted to the Center for International Education and Global Strategy no less than 30 days before the anticipated date of departure, or before the anticipated submission date for grant or other proposals or contracts that would entail an on-going commitment to travel to high risk destinations.*

1. Information on the faculty/staff member petitioning for an exemption

- a. Full Name: \_\_\_\_\_
- b. Employee ID: \_\_\_\_\_
- c. Employee UAlbany email address: \_\_\_\_\_
- d. University Department: \_\_\_\_\_

2. Travel information

- a. List High Risk Destination(s)

High Risk Destination	Prospective Dates

3. Required Attachments:

- a. A detailed proposed itinerary of the planned trip, including all modes of transportation and accomodation.
- b. A trip proposal that includes the following:
  - i. Justification of the trip's high risk destination(s) in relation to the petitioner's business responsibilities, scholarly activities or global engagement work.
  - ii. A description of how each specfic risk mentioned in the Department of State's or Center for Disease Control travel advisory warning for each destination will be mitigated, when applicable.
  - iii. Associated grant proposal, where applicable
  - iv. Where possible, a list of local contacts that will provide support.

Upon completion and submission of the signed form and all required attachments, Travel Review Standing Committee will reach out to you to schedule an Exception Hearing, in which you will be invited to make your case in favor of your petition for a waiver.

Petitioner Signature\_\_\_\_\_

Date submitted\_\_\_\_\_

This form must be submitted via email attachment to: [international@albany.edu](mailto:international@albany.edu)

The subject line of the email must read: REQUEST FOR EXEMPTION FOR TRAVEL TO HIGH RISK DESTINATIONS