Is the purpose of the trip clearly in support of the University's teaching, research, or operational requirements?

YES

Is the purpose of the trip one you believe is essential to your department or office's mission, such that it justifies health risks to the traveler and their community?

YES

Is the expenditure of University funds for this trip in keeping with current guidance on the need to reduce costs?

YES

Can the trip be deferred for six months or more without negating its purpose, even if to do so would cause significant delays or other inconvenience?

YES

Are there any suitable options for accomplishing the purpose of the trip through remote means (e.g., teleconferencing, use of others at the location, etc.), even if those options are less than ideal?

NO

Has the traveler consulted with their medical provider to discuss their individual medical risks related to travel during the pandemic?

NO

Is the traveler willing to make the trip?

NO

TRIP SHOULD NOT BE DEEMED ESSENTIAL.

YES

TRIP IS ESSENTIAL.

Continue to Step 2: Logistics

The traveler should discuss with their medical provider their risk for severe illness if they contract COVID-19, before deciding if they wish to make the proposed trip.
Global Safety & Security Unit
Suggested Essential Travel Review

Step 2: Logistics

Are any of the proposed destinations for the trip under a stay-at-home order?

Are suitable accommodations commercially available in the destinations?

TRIP NOT PERMITTED FOR LOGISTICAL REASONS.

To reach their destination, the traveler is planning to...

DRIVE

Is the drive longer than one day, requiring overnight stays on the way to the destination?

YES

Are there quarantine requirements for any of the stops along the route?

YES

See Quarantine Matrix

NO

USE OTHER TRANSPORTATION

Can the destinations be reached by commercially available air, train, or bus service?

Can the traveler comply with these quarantine requirements without adversely affecting the accomplishment of the trip’s purpose or undue burden on the traveler?

QUARANTINE MATRIX

Can your department or office afford to fund the additional days in a hotel necessary to complete the quarantine?

If “No” to either, trip is not permitted for logistical reasons.

If “Yes” to both, proceed to next decision box in main matrix.

Are there quarantine requirements upon arrival in any of the destinations?

YES

See Quarantine Matrix

NO

Will the traveler be subject to quarantine recommendations in their place of residence when they return home from the trip?

YES

See Quarantine Matrix

NO

TRIP IS ESSENTIAL AND PERMISSIBLE. TRAVEL CAN BE APPROVED.