Is the purpose of the trip clearly in support of the requestor’s academic progress or scholarship, or of the University’s teaching, research, or operational requirements, such that it justifies potential health risks to the traveler and their community?

YES

Can the trip be deferred until December 2021 or later without irreparable harm to the requestor’s academic progress or scholarship?

YES

Are there any options for accomplishing the purpose of the trip through remote means (e.g., teleconferencing, use of others at the location, etc.), that are sufficient to meet the purpose, 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

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.

NO

TRIP MEETS CRITICAL PURPOSE TEST. Continue to Step 2: Logistics

YES

TRIP MEETS CRITICAL PURPOSE TEST. DO NOT APPROVE TRAVEL.
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?

NO

Are suitable accommodations commercially available in the destinations?

YES

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?

NO

YES

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

NO

YES

See Quarantine Matrix

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

NO

YES

See Quarantine Matrix

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

NO

YES

See Quarantine Matrix

TRIP IS FEASIBLE. TRAVEL CAN BE APPROVED.

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.

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

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