Policy Statement

To further the safeguarding of the University community’s health and safety and to fulfill our collective responsibility to aid in combatting the worldwide COVID-19 pandemic, University-sponsored travel must remain strictly limited for the summer. These restrictions balance the need to conduct essential travel against that of protecting against harm to travelers, outbreaks on campus that could impact University operations, and the spread of COVID-19 into the communities we visit. At the same time, the University must also implement reasonable and appropriate measures to prevent, detect, and respond to outbreaks that may inevitably result from personal travel.

This policy has been reviewed and revised for summer 2021. The details of substantive revisions made as a result of this review are listed below for ease of reference. The policy will be reviewed again and revised, as appropriate, for the 2021 fall semester in early July.

When they become effective, the requirements and restrictions in this policy supersede all previous guidance regarding permissible University-sponsored travel during the pandemic.

I. Summary of Key Substantive Provisions for Summer 2021

Permissible University-sponsored Travel, effective May 24, 2021

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>International</th>
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</thead>
<tbody>
<tr>
<td><strong>Undergraduates</strong></td>
<td>If critical to academic progress or University-sponsored internship, with approval from faculty adviser or internship program director</td>
<td>Suspended</td>
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<tr>
<td><strong>Graduate students</strong></td>
<td>In support of academic progress, with approval from department chair/DGS</td>
<td>For critical dissertation research only, with dual approval from department chair/DGS and GS&amp;S</td>
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<td><strong>Faculty / researchers</strong></td>
<td>For critical purpose, with approval from chair, program director, or dean</td>
<td>For critical purpose, with approval from chair, program director, or dean</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td>For critical purpose, with approval from cabinet officer</td>
<td>For critical purpose, with approval from cabinet officer</td>
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1. The standard of “essential” has been replaced with one of “critical purpose,” which loosens some conditions that must be met in approving University-sponsored travel. A full definition of the new standard is provided below.

2. University-sponsored international travel by undergraduate students remains suspended. Undergraduates may be permitted to undertake University-sponsored domestic travel under limited circumstances and with required approvals.

3. Graduate students may be permitted to undertake University-sponsored international travel under very limited circumstances related to dissertation research, with approval from their department/program chair and/or DGS and Global Safety & Security (GS&S). They may engage in University-sponsored domestic travel in support of their academic progress, with department/program chair and/or DGS approval.

4. Undergraduates residing on campus during the summer are permitted to engage in personal travel within New Jersey and to the areas immediately surrounding Philadelphia and New York City without specific approval.

5. Only undergraduate students residing on campus for the summer are required to register their personal travel, and then only for travel outside of New Jersey and the areas around Philadelphia and New York City. All University-sponsored travel by anyone must still be registered.

6. Faculty/researchers and staff may engage in University-sponsored domestic and international travel if determined to be for a “critical purpose” by their chair, program director, dean, or cabinet officer.

II. Definitions

Country of current residence: For University affiliates not living, working, or studying on campus, the country in which they are residing during the summer, regardless of their ordinary or permanent residence.

Domestic travel: Travel solely within the United States (including its territories) or solely within a University affiliate’s country of current residence, if not the United States.

Critical purpose: A purpose for traveling that:

1. Cannot be sufficiently or effectively addressed through remote options; and,
2. Cannot be deferred until December 2021 without irreparable harm to a University affiliate’s academic progress or scholarship, or to the University’s scholarship, teaching, or operations.

The person who determines if proposed travel is critical varies by the type of travel. See below in Section IV and in the FAQ for additional details.
Group travel: For the purposes of these guidelines only, any trip on which more than two University affiliates intend to travel together to the same destination over the same period for the same purpose.

Personal travel: Any trip that does not meet the definition of University-sponsored travel below, regardless of length, destination or purpose, except for daily commuting by faculty, staff (including postdocs, research staff, and library employees), and graduate students.

University affiliates: All undergraduates, graduate students, faculty, and staff (including postdocs, research staff, and library employees) and all other persons conducting travel that is paid for by a University entity.

University-sponsored travel: Any trip that:

- Is supported through funds disbursed by the University or a University-affiliated entity; and/or,
- Is related to or in support of University operations, including research and teaching; and/or,
- Is undertaken by an enrolled undergraduate or graduate student and results in work that will be considered for academic credit or is otherwise related to a student’s program of study.

III. General Requirements

A. ENROLLMENT OF TRAVEL AND CONTACT INFORMATION

University-Sponsored Travel

All University affiliates must register the details of University-sponsored trips to any destination, as well as their contact information, with GS&S prior to departure. Specifically:

- The pre-pandemic requirement for undergraduate and graduate students to register their University-sponsored travel remains in effect.
- This requirement now also applies to faculty members and staff.

Personal Travel

Undergraduate students residing on campus for the summer are required to enroll the details of their personal travel outside of New Jersey and/or the counties in Pennsylvania and New York listed in section IV.C below, regardless of purpose or duration, with GS&S.
Enrollment Procedure

Enrollment is accomplished through the “Enroll My Trip” online tool. University affiliates are responsible for ensuring the information they provide is accurate and for updating this information as their travel plans or contact details change.

Note that the enrollment process does not substitute for submission of the University Health Services (UHS) risk assessment form, which must be completed by all University affiliates who engage in any travel prior to their return to campus.

B. COMPLIANCE WITH PUBLIC AND UNIVERSITY HEALTH GUIDELINES

While conducting University-sponsored travel, all University affiliates must comply with University and local, state, and national-level government public health guidelines. This includes compliance with mask and other disease-control and physical distancing recommendations, as well as with mandatory and recommended quarantines at both destination and upon return from travel. Travelers are solely responsible for determining applicable guidelines; however, GS&S and UHS can assist travelers in researching these prior to departure.

Travelers may not return to in-person, on-campus activities unless and until they have complied with applicable quarantine, testing, or other screening guidance from UHS.

C. GROUP TRAVEL

All University-sponsored group travel involving undergraduate and/or graduate students is suspended, including student activities, research, conferences, faculty-led groups, and for any other University-related purpose. The Associate Provost for International Affairs and Operations may grant exceptions in order to facilitate critical University requirements. To request an exception, contact GS&S for further information.

D. HIGHER-RISK DESTINATIONS

Any University-sponsored travel permitted under these guidelines must also comply with the Policy for Travel to Higher Risk Locations. Travelers are responsible for timely submission of requests for approval to travel to designated higher-risk destinations.

IV. Permissible Travel

A. INTERNATIONAL TRAVEL

All University-sponsored international travel is suspended, except under the following circumstances:

- Travel for critical purposes for individual faculty members, researchers, and staff, as determined by their department chair, program director, dean, or cabinet
officer. Where such travel involves a chair, program director, dean, or cabinet officer, they may make the determination for themselves, notifying GS&S by email that they are approving their own travel;  
- Travel for the purposes of recruitment or relocation of new employees, as determined by the VP for HR or the Dean of the Faculty and as otherwise allowed by the University’s visitor policy, where applicable;  
- Travel by individual graduate students for critical purposes solely related to dissertation completion, as determined by their department chair and/or DGS and if deemed feasible by GS&S. Graduate students wishing to pursue such an exception may obtain further guidance on the request process from GS&S.  
- Travel necessary for a student to reach campus or return to their place of ordinary residence, where Princeton normally supports this travel as part of financial aid; and,  
- In any other case where, on the basis of a specific request, the Associate Provost for International Affairs and Operations grants an exception in order to fulfill a critical need of the University. (GS&S maintains separate guidelines for exceptions and can provide these where a prospective traveler believes they have a critical need.)

University-sponsored travel under any of these exceptions must be:  
- Permitted by the destination’s government(s);  
- Feasible in light of logistical constraints and government public health requirements both at the destination and at the location to which a traveler intends to return;  
- Performed via regularly scheduled commercial air service (i.e., not by charter or other special flight); and,  
- Possible without University intervention to ensure any of the other listed conditions.

The individuals specified above as having the authority to approve exceptions are responsible for ensuring these conditions are met before approving any travel. GS&S is available to consult with departments and offices in reviewing these criteria.

Except in cases of relocation and aid-funded student travel to/from campus, affiliates engaging in University-sponsored international travel under these guidelines must review and acknowledge an advisement of risk. This is in addition to the registration requirements above, although the advisement is integrated into the “Enroll My Travel” tool for convenience.

**B. DOMESTIC TRAVEL**

All University-sponsored domestic travel is suspended, except under the following circumstances:

- Travel for critical purposes for individual faculty members, researchers, and staff, as determined by their department chair, program director, dean, or cabinet
officer. Where such travel involves a chair, program director, dean, or cabinet officer, they may make the determination for themselves, notifying GS&S by email that they are approving their own travel;

- Travel for the purposes of recruitment or relocation of new employees, as determined by the VP for HR or the Dean of the Faculty as otherwise allowed by the University’s visitor policy, where applicable;
- Travel by an individual graduate student that supports their academic progress, as determined by their department chair and/or DGS;
- Travel by an individual undergraduate student that is critical to their academic progress, as determined by their faculty adviser or that is part of a University-sponsored internship program, as determined by the appropriate University internship program director. Undergraduates residing on campus for the summer must also notify their DSL of approved University-sponsored domestic travel;
- Travel necessary for a student to reach campus or return to their place of ordinary residence, where Princeton normally supports this travel as part of financial aid; and,
- In any other case where, on the basis of a specific request, the Associate Provost for International Affairs and Operations grants an exception in order to fulfill a critical need of the University or to meet a humanitarian need. (GS&S maintains separate guidelines for exceptions and can provide these where a prospective traveler believes they have a critical or humanitarian need.)

University-sponsored travel under any of these exceptions must be:

- To a destination not under any form of stay-at-home order;
- Feasible in light of logistical constraints and government public health requirements both at the destination and at the location to which a traveler intends to return; and,
- Completed in time for the affiliate to comply with any University arrival, testing, and/or quarantine requirements for the fall semester.

The individuals specified above as having the authority to approve exceptions are responsible for ensuring these conditions are met before funding or approving any travel. GS&S is available to consult with departments and offices in reviewing these criteria.

C. PERSONAL TRAVEL

Undergraduate students residing in campus housing during the summer may only travel for personal reasons within New Jersey or to and within the following counties in Pennsylvania and New York:

- Pennsylvania - Bucks, Chester, Delaware, Montgomery, and Philadelphia
- New York - Bronx, Kings, New York, Queens, and Richmond

DSLs may grant exceptions to this restriction for medical or mental health appointments, personal emergencies, or legal obligations.
All other University affiliates are strongly encouraged to consult and follow the latest guidance from the Centers for Disease Control and Prevention and the U.S. Department of State regarding their personal travel.