

GROUP TRAVEL STATEMENT OF EXIGENCY AND REQUEST FOR EXCEPTION

FORM INSTRUCTIONS

This form is to be completed to request a group exception for short-term international travel where an exception is required by [the permissible travel guidelines](#).

BASIC STEPS FOR REQUESTORS:

- Complete all required fields in Sections 1-4, including signature fields.
- Be sure to provide thorough answers. Perfunctory responses may result in the request being denied and a new request being required.
- Obtain all required signatures listed in Section 5.
- Attach completed form as part of your travel registration in Enroll My Trip
- Provide a completed copy to all group participants for their review and for the opportunity for them to have any questions addressed on travel risks and mitigations.

IF YOU WANT TO USE DIGITAL SIGNATURES IN ADOBE:

If you are using Adobe, you can utilize the buttons in the form to save a copy at each stage while completing Sections 1-5 and then to submit the form for GS&S action. To do that,

- Complete all required fields in Sections 1-4 and then electronically sign as the requestor.
- Use the “SAVE AS” button and then email the form for signature to the first endorser in Section 5. The endorser electronically signs, uses the “SAVE AS” button, and then emails the form back to you. Repeat this step for each endorser, **USING THE SAME COPY OF THE FORM** so that all signatures/endorsements are captured on one document.
- When you have all the endorser’s electronic signatures, hit the “SUBMIT FORM” button, which create a pre-populated email to submit your form to GS&S.
- **DO NOT** edit the “To” or “Subject” lines, but **DO** attach any additional pages of explanation or other supporting documents.
- Send the email to GS&S.

IF YOU WANT TO PRINT THE FORM FOR MANUAL SIGNATURES:

- Scan the completed form into .pdf format prior to submitting to GS&S.
- Create an email to globalsafety@princeton.edu with the following “Subject” format:
SERE – ProgramName – FirstCity, FirstCountry from mm/dd/yy
- Attach your scanned form and any additional pages of explanation or other supporting documents.
- Send the email to GS&S.

Processing exception requests requires three working weeks from the date you first contact GS&S with a completed form. Given the volume of requests and the work involved in conducting an individual risk assessment, expedited consideration is not possible. Be sure to plan ahead.

Questions regarding this form or the exception request process may be directed to Global Safety & Security via email (globalsafety@princeton.edu)



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SECTION 1: SPONSOR, TRAVEL AND TRAVELER DETAILS			
Sponsoring Department/Program			
Program		Department	
Group Travel Point of Contact Details			
Last Name		First Name	
Email		Phone Number	
This group travel involves...			
<input type="checkbox"/> Undergraduates		<input type="checkbox"/> Graduate Students	
Travel Details <i>(for any additional locations, please include in continuation sheet)</i>			
<i>Travel Location(s)</i>		<i>Proposed Travel Dates</i>	
<i>City</i>	<i>Country</i>	<i>From</i>	<i>To</i>
TRAVEL PARTICIPANTS			
Family/Last Name	Given/First Name	Email	

TRAVEL PARTICIPANTS (continued)
For programs exceeding 25 attendees, please capture attendees in a continuity sheet and attach separately

Family/Last Name	Given/First Name	Email

SECTION 2: GROUP STATEMENT OF EXIGENCY

Please provide a statement that describes why you believe the group's need to travel constitutes an exigency that justifies the risks assigned to the listed destination(s) by GS&S.

Please also specifically address what alternatives to the group's proposed travel you have considered and why these alternatives are not sufficient. Feel free to attach continuation sheets, as needed.

SECTION 3: PLANNED RISK MITIGATIONS

After reviewing [the destination risk materials posted online by GS&S](#) for the destination(s) you listed above, please summarize the key risks to the group posed by conditions in the destination(s), as you understand them.

Please then discuss how you propose to mitigate those risks. There is no need to mention the University's standard support for all of our international travelers. Feel free to attach continuation sheets, as needed.

SECTION 4: CERTIFICATION BY REQUESTOR

I certify that the information I provided on this form is truthful and complete.

I have carefully reviewed the University-sanctioned permissible travel guidelines and am aware of the risk category that GS&S has assigned to this destination(s) and the reasons for that classification. I understand that, if approved, no students will be required to participate in this travel.

I understand that I am not the ultimate decisionmaker on whether to permit travel to this destination(s). However, in my opinion, the group's need to travel to the destination(s) outweighs the risks that have been made known to me.

Therefore, the sponsoring program, department, or office requests an exception to the University's guidelines on group travel to the destination(s) in this request.

Signature of Requestor: _____

Name of Requestor: _____

Date of Signature (MM/DD/YY): _____

Title of Requestor: _____

FOR DIGITALLY SIGNED FORMS, CLICK "SAVE AS" AND SEND THE FORM FOR SIGNATURE FIRST TO YOUR FACULTY ADVISOR, THEN TO YOUR DIRECTOR OF GRADUATE STUDIES (IF APPLICABLE), AND LASTLY TO YOUR DEPARTMENT CHAIR/PROGRAM DIRECTOR/DEAN

SECTION 5: ENDORSEMENT OF REQUEST

Please obtain an endorsement of this request from one of the following, as applicable:

- Department Chair
- Program Director
- Dean
- Head of the sponsoring or funding University entity for the group or program

By signing below, I attest that:

1. I have reviewed Sections 2 and 3 above.
2. To the best of my knowledge, the information provided is accurate.
3. I agree with the statements regarding the exigent circumstances faced by the group.
4. I agree there are no available alternatives to the requested travel.

Signature:

Date of Signature (MM/DD/YY):

Printed Name:

Title:

STOP

IF YOU ARE ENDORSING THE FORM ELECTRONICALLY, CLICK SAVE AS AND RETURN IT TO THE REQUESTOR.
ONCE ALL SIGNATURES ARE COMPLETED, SEE THE INSTRUCTIONS PAGE FOR NEXT STEPS TO SUBMIT YOUR FORM.

SECTIONS 6 AND 7 (NEXT PAGE) ARE FOR GS&S AND CERTIFYING OFFICIAL USE ONLY.

SECTION 6: GS&S RESIDUAL RISK ASSESSMENT

On the basis of a review of information available to GS&S regarding the risk conditions in the destination(s) listed in this request, and considering the requestor's proposed mitigating factors and strategies, GS&S provides the following assessment of residual risk specific to the requestor's proposed travel.

The certifying official should use this assessment to make a determination as to whether the requestor's exigency outweighs the residual risks they face. Certifying officials are welcome to contact GS&S directly for further information or clarification on any part of this assessment.

SECTION 7: CERTIFYING OFFICIAL DETERMINATION

I have reviewed all information in this request, including Sections 2, 3, and 6, and have obtained any additional information I require from the requestor or from GS&S in order to make a determination.

With due consideration for the exigency described by the requestor and the residual risk assessed by GS&S, I have determined that this request _____ is / _____ is not approved. *(Please initial appropriate line)*

Certifying Official comments, if any:

Signature of Certifying Official: _____ **Name of Certifying Official:** _____

Date of Signature (MM/DD/YY): _____ **Title of Certifying Official:** _____