

CERTIFICATION AND EXCEPTION GROUP TRAVEL FORM

FORM INSTRUCTIONS

Organizers of group travel requiring **Certification** are to complete Sections 1 through 3. Organizers must have the appropriate Endorser sign in Section 4. Once endorsed, the certification is considered complete and should be uploaded to the group travel registration and provided to each traveler for their record.

Organizers of group travel requiring an **Exception** are to complete Sections 1 through 3. Organizers must have the appropriate Endorser sign in Section 4. After receiving endorsement, the organizer must complete Section 5 (Identified Risks and Risk Mitigations) and submit the form to globalsafety@princeton.edu. GS&S will complete Section 6 (Residual Risk Assessment) and coordinate the Exception Review and Determination (Section 7). Determination will be communicated directly to the organizer. The approved Exception must be uploaded to the group travel registration and provided to each traveler for their record.

SECTION 1. TRAVEL ORGANIZER AND TRAVEL DETAILS

Family/Last Name		Given/First Name	
Email		Phone Number	
Department/Program		Title	
The following travelers will be participating: <i>(select all that apply)</i>	<input type="checkbox"/> Undergraduate Student(s) Approximate Number: ___	<input type="checkbox"/> Graduate Student(s) Approximate Number: ___	<input type="checkbox"/> Faculty/Staff Approximate Number: ___
Travel Location(s) <i>Please use and attach a continuation sheet, as needed</i>		Proposed Travel Dates	
<i>City</i>	<i>Country</i>	<i>From</i>	<i>To</i>

SECTION 2. PURPOSE OF TRAVEL AND ALTERNATIVES

Please provide a statement that describes the purpose of the travel, including the expected results or benefits to participants and/or the University.

SECTION 3. TRAVEL ORGANIZER ATTESTATION

Initial all statements and sign where indicated

___ This travel is feasible because all of the following are true:

- Proposed travel is allowed under U.S. laws and regulations, including export control regulations and applicable sanctions.
- Proposed travel is allowable under and can be performed in full compliance with the laws and regulations of the destination, including but not limited to those dealing with immigration, customs, and taxation.
- Travelers can enter the destination(s) without having to submit to any government-imposed restrictions on freedom of movement, other than a quarantine lasting ten days or less that is completed in a location of the organizer's choosing.
- The destination(s) is/are not subject to any local or national-level "stay-at-home," lockdown, martial law or other order(s) that prevents freedom of movement, other than overnight curfews lasting no more than 10 hours.

___ This travel is University-related because *(check all that apply)*:

- The costs of the trip are covered to any extent by funds that a University entity has the discretion to pay or not to pay.
- The University benefits in any way from my making this trip.
- If travelers had no relationship with the University, they would not or could not take this specific trip for the purpose listed above.

___ The sponsoring department/program has reviewed the destination risk materials available online from GS&S, and believe that the benefits or results of this trip justify potential risks. The sponsoring department/program is satisfied they understand the risks underlying the risk category of the destination(s), and have had the opportunity to have GS&S answer any questions.

___ A good-faith effort has been made to identify alternatives to traveling that would provide the same kind of benefits or results.

Signature of Requestor

Printed Name of Requestor

Date of Signature

SECTION 4. ENDORSEMENT OF CERTIFICATION

The following section is to be completed by an appropriate Endorser. See below for determination.

Endorsers for **undergraduate travel** are the Office of International Programs (academic travel) or Campus Life unit head (co-curricular/athletics)

Endorsers for **graduate student travel** include department chair, program director, or dean.

Endorsers for **faculty/staff travel** include department chair, program director, unit head, or supervisor.

I have reviewed all information in this request and have obtained any additional information I require from the travel organizer or from GS&S to endorse this Certification. I am satisfied that this trip is feasible and for a University-related purpose, according to the requirements of the current Permitted Travel Policy.

Endorser comments, if any:

Signature of Endorser

Printed Name of Endorser

Title of Endorser

Date of Signature

STOP!

Certifications only require completion of Sections 1 – 4.

Once endorsed, the certification is complete and should be uploaded to the group travel enrolment and provided to each travel participant.

Sections 5 – 7 are only for Exception requests.

SECTION 5. IDENTIFIED RISKS AND RISK MITIGATIONS

Travel organizers are responsible for reviewing destination risk information and developing strategies that can be realistically adopted to mitigate health, safety, and security risks. Travel organizers may reach out to GS&S for guidance on identifying risks and developing mitigations, but must develop their own plans. This does not guarantee an Exception will be approved. Please attach continuation sheets, as appropriate.

STOP!

Upon completing Section 5, email this form to GLOBALSAFETY@PRINCETON.EDU.

Include "Exception Request" in the email subject line.

GS&S will complete Section 6 and coordinate the completion of Section 7 by the Exception Approver.

Please allow three weeks for total processing by all parties.

SECTION 6. RESIDUAL RISK ASSESSMENT

To be completed by GS&S upon receipt

SECTION 7. EXCEPTION REVIEW AND DETERMINATION

To be sent by GS&S to the appropriate Exception Approver for completion.

I have reviewed all information in this request and have obtained any additional information I require from the organizer or from GS&S to make a determination. With due consideration for both the exigency described by the travel organizer and the residual risk assessed by GS&S, I have determined that this request is:

Approved

Not Approved

Endorser comments, if any:

Signature of Approver

Printed Name of Approver

Title of Approver

Date of Signature

UPON COMPLETING SECTION 7, THE EXCEPTION APPROVER SHOULD EMAIL THIS COMPLETED EXCEPTION REQUEST TO THE TRAVEL ORGANIZER, COPYING GLOBALSAFETY@PRINCETON.EDU.