PERMITTED TRAVEL POLICY

To advance its teaching, learning, research, and service missions, the University encourages community members to travel beyond the campus and its local area for University-related purposes. The University has responsibilities and obligations to fulfill when such travel is financially supported by University or conducted by a traveler in their capacity as a University student, member of faculty or staff, or guest – hereby referred to as "University Travel" in this policy. To ensure fulfillment of these responsibilities and obligations, members of the University community managing, organizing, or participating in University Travel must adhere to the policy and the related processes and procedures contained in this document.

Issued and Managed by: Global Safety & Security
International Affairs & Operations
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Summary

The Global Safety & Security (GS&S) unit is responsible for ensuring that University Travel is conducted with a risk-based, intelligence-driven approach – one that strives to enable Princeton travelers to safely, securely, and legally travel to as many places as possible.

University Travel is defined as travel that meets one or both of the following criteria:
- To a location outside of the state of New Jersey and the New York - Philadelphia greater metropolitan areas
- To any location for a period that exceeds 24 hours or that requires an overnight stay away from the traveler's home location

AND
- Supported through funds disbursed by the University or a University-affiliated entity OR
- Regardless of funding source, meets at least one of the following criteria:
    - 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.
    - Undertaken as part of a faculty, researcher, or staff member's job duties, including participation in events or programs funded by external sources resulting from the participant's affiliation with the University.
    - Related to or results from participation in any program offered by or coordinated through the University.
    - Related to or in support of University operations.

This document contains additional information on traveler populations, location risk categorization, and any requirements or restrictions that may be in place so that you know what you may need to prepare for as a traveler or as a travel manager, leader, or organizer.

Travel that does not meet the criteria of University Travel listed above is considered personal travel as it relates to this policy and the provision of Princeton resources. Personal travel (generally defined as travel not associated with employment or education, such as sightseeing, visiting friends or family, or other interests) is not subject to the contents of this policy and is not eligible for Princeton's travel-related support resources. Extensions to or deviations from University Travel such as adding days or locations is deemed personal travel.

In addition to this policy, University Travel may be subject to additional policies, including, but not limited to, the University Travel Policy (managed by the Office of Finance & Treasury), the Global Work and Services Policy (managed by Global Financial Services) and all OFAC-related laws and restrictions that may be in effect (managed by Export Control). University Travel for faculty, staff, students, groups, and University guests should be booked through the Travel and Expense program, either via Concur or by contacting World Travel.

Travel Enrollment

All University Travel by students, faculty members, and staff must be registered in the Enroll My Trip system (https://enrollmytrip.princeton.edu) in advance of the travel commencing.

Travel Enrollment allows GS&S to best prepare and support travelers while they are away. It also ensures conformance with policies, allows for the provision of resources should there be a health, safety, and security (HSS) event, and ensures better long-term resource allocation and support.

With travel risk ranging from truly global threats and hazards to very localized ones across the HSS landscape, the University must capture certain information on travelers and travel plans.

All required fields and any certification/exception process (if required) must be completed for the travel enrollment process to be considered complete. Travelers and (if applicable) travel managers and organizers will receive an email upon successful completion of the enrollment process which can be used as a travel enrollment receipt.

Travel Enrollment requirements vary based on traveler population, a location's risk category, and, in some circumstances, the type of travel being performed. Travelers may refer to the Requirements Matrices on page 5 of this document for further reference.

Determining a Location's Risk Category

GS&S uses a variety of sources to assess HSS risk factors at a location beginning with the U.S. Department of State (DOS) Travel Advisory system which determines a baseline risk categorization. Locations may have their risk category further adjusted by GS&S based on inputs from other government, private, and public risk-related information. Locations with an adjusted risk categorization (different from DOS) will be maintained in a searchable list by GS&S on the Global Safety & Security section of the Princeton International website. The risk categories are:

Risk Category	Defining Criteria
CAT. A	▪ Any location in the United States or its territories ▪ Locations subject to a DOS Level 1 or Level 2 travel advisory
CAT. B	▪ Locations subject to a DOS Level 3 travel advisory ▪ DOS Level 4 locations that have had their risk category decreased by GS&S
CAT. C	▪ Locations subject to a DOS Level 4 travel advisory ▪ DOS Level 3 locations that have had their risk category elevated by GS&S
CAT. X	▪ Subset of DOS Level 4 locations with restrictions or ongoing HSS risks that, as determined by GS&S, make such travel not feasible, even with significant precautions taken.

![Princeton University logo]

Requirements Matrices

Legend

ENROLL: Travel Enrollment. This refers to the creation and completion of an entry in the Enroll My Trip system in which all required fields are completed for the proposed travel and an email completion record is received.

CERT: Certification. This refers to the completion of a Certification process by the traveler or travel organizer. See Appendix 1 for more information.

EXC: Exception. This refers to the completion of an Exception process by the traveler or travel organizer. See Appendix 2 for more information.

Matrix cell backgrounds are colored using a "traffic light" system (Green, Yellow, Red).

Green: Go! Only a completed travel enrollment is required.

Yellow: Exercise caution. The traveler must upload a completed Certification as part of their travel enrollment process.

Red: Stop! The traveler must upload a completed Exception as part of their travel enrollment process.

Matrices

STUDENT TRAVELER	Domestic	Cat. A	Cat. B	Cat. C	Cat. X
All University Travel (except approved "In Absentia" status)	ENROLL	ENROLL	ENROLL CERT	ENROLL EXC	University Travel not permitted
Approved In Absentia Status* (Graduate Students only)	ENROLL	ENROLL	ENROLL	ENROLL CERT	

*In Absentia travel refers to University Travel undertaken by a graduate student with approved (by the Graduate School) status to relocate from their home location to a location related to their In Absentia activities.

FACULTY OR STAFF TRAVELER	Domestic	Cat. A	Cat. B	Cat. C	Cat. X
All University Travel	ENROLL	ENROLL	ENROLL	ENROLL CERT	University Travel not permitted*

*In exceedingly rare circumstances, a faculty/staff Exception may be requested. Contact globalsafety@princeton.edu for more information.

EXTERNAL OR GUEST TRAVELER	Domestic	Cat. A	Cat. B	Cat. C	Cat. X
Travel Less than 30 Days	No Action	ENROLL*	ENROLL* CERT	University Travel not permitted	

*This travel must be registered, including the completion of any certification or exception, by faculty or a member of staff as external persons may not access the enrollment system.

Appendix 1: Certification Process

A Certification process has been established by GS&S for travel with a moderate level of risk assessed for a destination. The purpose of the Certification process is to ensure that travelers are aware that one or more of their destinations may expose them to increased levels of HSS risks and to document the traveler's attestation that their travel is feasible, University-related, and that they are aware of resources to better understand risks they could face. The Certification process captures endorsement of the proposed travel based on the traveler(s)' population (undergraduate, graduate, faculty, staff). The Certification process is applied to moderate-risk locations that, without an endorsed Certification, would not otherwise be a permitted destination for University Travel by certain travel populations.

If, based on the Requirements Matrices, travel requires Certification, travelers must demonstrate they have completed the Certification process by uploading a completed Certification form in the travel enrollment's "Essential Content" tab.

Required Information and Actions:
Note: "Traveler" may also refer to travel organizers as it relates to group travel or delegate travel enrollment.

1) Traveler should review destination information (search by country) and available resources found within the Global Safety & Security section of the Princeton International website to understand location risks.

2) Traveler must complete a Certification form, including:
   - o Traveler information, including University department/program/role.
   - o Travel details, including locality, country or area, and travel dates.
   - o Purpose of travel.
   - o Traveler attestations.
   - o Traveler signature.
   - o Signature obtained from appropriate University endorser.

3) Traveler must upload completed, endorsed Certification form to travel enrollment.

Endorsers (by Traveler Population)

TRAVELER POPULATION	ENDORSER
Undergraduate Students	*Academic:* Office of International Programs *Co-Curricular/Athletics:* Campus Life Unit Head
Graduate Students	Department Chair, Program Director, or Dean
Faculty	Department Chair, Program Director, or Dean
Staff	Department Head, Program Director, Unit Head, or Supervisor
External/Guest	Department Head, Program Director, Unit Head, or Supervisor

Appendix 2: Exception Process

An Exception process has been established by GS&S for travel with a high level of risk assessed for a destination. The purpose of the Exception process is to consider requests for proposed University Travel to high-risk locations that have been endorsed at a Department or Program-level. The Exception process is applied to high-risk locations that, without an approved Exception, would not otherwise be a permitted destination for University Travel due to health, safety, and/or security risks that cannot be mitigated.

To complete the Exception form, the traveler must detail the required information found in the Certification portion of the form, documented in Appendix 1, and the traveler must also document an understanding of the HSS risks at a location and their plans to mitigate (i.e. reduce) such risks. The GS&S team is responsible for completing an assessment of the proposed risk mitigations and making a recommendation to the University administrator responsible for approving or denying the Exception.

If, based on the Requirements Matrices, travel requires an Exception, travelers must demonstrate they have completed the Exception process as part of their travel enrollment by uploading a completed Exception form in their travel enrollment's "Essential Content" tab.

Required Information and Actions:
Note: "Traveler" may also refer to travel organizers as it relates to group travel or delegate travel enrollment.

1) Traveler should review destination information (search by country) and available resources found within the Global Safety & Security section of the Princeton International website to understand location risks.

2) Traveler must complete an Exception form, including:
   o Traveler information, including University department/program/role.
   o Travel details, including locality, country or area, and travel dates.
   o Purpose of travel.
   o Identified risks and risk mitigations.
   o Traveler attestations.
   o Traveler signature.
   o Signature obtained from appropriate University endorser.

3) Traveler to submit the Exception form to globalsafety@princeton.edu. GS&S will then perform a residual risk assessment (assessment of the risk that remains if proposed mitigations are implemented) and submit the form to Exception Approver.

4) Exception Approver to return an approved or denied Exception directly to the traveler/travel manager via email with globalsafety@princeton.edu copied.

5) Traveler must upload completed, approved Exception form to their travel enrollment

6

Exception Approvers (by Traveler Population)

TRAVELER POPULATION	EXCEPTION APPROVER
Undergraduate Students	*Academic:* Dean of the College (incl. Study Abroad) *Co-Curricular/Athletics:* Vice President for Campus Life
Graduate Students	Dean of the Graduate School
Faculty	Provost
Staff	Provost