

# GLOBAL SAFETY & SECURITY TRAVEL POLICY

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## Responsible Office

Global Safety & Security  
International Affairs & Operations  
Office of the Provost

## Contact

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## Version History

Revision 2.0  
11 December 2023

*This policy supersedes all previous guidance and guideline documentation regarding permissible travel, University-sanctioned travel, and travel registration. These requirements are in effect until modified or rescinded. They are issued and maintained by Global Safety & Security (GS&S), Office of the Provost.*

## **Summary**

The Office of Global Safety & Security (GS&S) 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. To help Princeton community members understand what is needed to prepare as a traveler or as a travel manager, leader, or organizer, this Policy contains the most recent requirements and restrictions.

This policy is concerned with travel safety and security and does not wholly authorize or approve University Travel. Travelers are advised to review the [Other University Approvals, Related Policies, and Resources](#) section to understand what other University approvals and policies may be applicable to their trip and ensure compliance before departure.

## **Definitions**

**University Travel** is defined as:

- Travel supported through funds disbursed by the University or a University-affiliated entity OR
- Regardless of funding source, travel that meets at least one of the following:
  - 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, professional researcher ("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 resulting from participation in any program offered or coordinated by the University.
  - Related to or in support of University operations.

Examples of University Travel include, but are not limited to\*:

- Travel for conferences, speaking engagements, or research affiliated with the traveler's position at the University, regardless of funding source.
- Travel resulting in work that will be considered for academic credit or is otherwise related to a student's program of study or degree completion (including graduate students traveling for Graduate School-approved In Absentia status), regardless of funding source.
- Travel that is supported or being funded by the University, even if the traveler is not a Princeton student, researcher, or faculty or staff member.
- Travel organized by a University employee.
- Travel organized by a University student group, club, organization, or athletics team.
- Office of the Dean of the Faculty approved paid leave, including for sabbatical.
- Emeritus/emerita faculty travel for academic purposes, regardless of funding source.

*\* Travel that is conducted by University independent contractors (as defined in the [Independent Contractor Policy](#)) is not subject to the contents of this policy and is not eligible for Princeton's travel-related support resources.*

**Domestic Travel:** Travel within the U.S. and to U.S. overseas territories.

- For **faculty, researchers, and staff**, domestic travel registration is *optional*, though it is encouraged to register domestic travel involving field research.
- For **students**, domestic travel registration is *required* except for day trips within the state of New Jersey or the greater New York–Philadelphia metro areas, which need not be registered unless the trip is over 24 hours and/or requires an overnight stay away from the traveler's home location.

**Personal Travel:** Travel that does not meet the definition of University Travel (e.g., travel not associated with employment or education, such as sightseeing, visiting friends or family, etc.) or which is not registered in compliance with this policy. **Extensions to or deviations from University Travel, such as adding days or locations, is deemed personal travel.**

## **Travel Policy**

With the limited exception of faculty, researchers, and staff traveling domestically, University Travel must be registered in the [Enroll My Trip](#) system prior to departure. *To learn more about registering University Travel, please refer to the [Procedures](#) section (on the next page).*

Personal Travel is not the responsibility of the University and is not eligible for Princeton's travel-related support resources.

This policy is concerned with travel safety and security and does not wholly authorize or approve University Travel. Compliance with the Global Safety and Security Travel Policy and other related University policies for University Travel is an individual responsibility. Failure to adhere to these policies may result in a traveler being ineligible for University funding or other resources and/or subject to disciplinary action. Travelers are advised to review the [Other University Approvals, Related Policies, and Resources](#) section to understand what other University approvals and policies may be applicable to their trip and ensure compliance before departure.

## Travel Registration Procedures

Because of the expansive range of possible travel risks, the University must capture certain information about University travelers' plans. Travel registration provides travelers with important information and resources (including University-provided international insurance and 24/7 emergency assistance for medical and security issues), and helps GS&S to proactively prepare, support, and assist travelers, especially in an emergency.

All required fields in the [Enroll My Trip](#) system and any certification or exception process (if required) must be completed to finalize your travel registration.

Travelers should review the **three-step** travel registration procedure below to understand the requirements, including any additional steps required in the certification and exception processes for higher-risk destinations.

Travelers and (if applicable) travel managers and organizers will receive an email upon successful completion of the registration process that can be used as a travel registration receipt. This receipt may be requested as proof of travel registration by University offices and funders of travel.

### **STEP 1 - Determine Your Destination's Risk Category**

GS&S has established a risk categorization framework based on more than 30 health, safety, and security (HSS) data indicators as well as government, private, and public risk-related information. These categories are regionally and globally benchmarked for accuracy and reliability. The risk categories are:

Risk Category	Defining Criteria
CAT. A	<ul style="list-style-type: none"><li>Any location in the United States or its overseas territories.</li><li>Lower-risk international destination.</li></ul>
CAT. B	<ul style="list-style-type: none"><li>Medium-risk international destination.</li></ul>
CAT. C	<ul style="list-style-type: none"><li>Higher-risk international destination.</li></ul>
CAT. X	<ul style="list-style-type: none"><li>International destinations with restrictions or ongoing HSS risks that, as determined by GS&amp;S, make such travel unfeasible, even with significant precautions taken.</li></ul>

GS&S maintains a [list](#) of countries and their corresponding risk category on the [Global Safety & Security](#) section of the [Princeton International](#) website. To determine your destination's risk category, simply search the [list](#) for your destination country to learn if it is categorized A, B, C, or X.

## STEP 2 - Determine Your Registration Requirements

With your destination risk category in mind, review the legend and matrices below to determine your travel registration requirements to complete.

### Legend

- TR:** Travel Registration. This refers to the creation and completion of an entry in the Enroll My Trip travel registration 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. Please visit the [Certification and Exception](#) webpage on the GS&S website for more details on the process.
- EXC:** Exception. This refers to the completion of an Exception process by the traveler or travel organizer. Please visit the [Certification and Exception](#) webpage on the GS&S website for more details on the process.

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

- Green:** Go! Only a completed travel registration is required.
- Yellow:** Exercise caution. The traveler must upload a completed Certification as part of their travel registration process.
- Red:** Stop! The traveler must upload a completed Exception as part of their travel registration process.

### Matrices

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

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

FACULTY, RESEARCHER, OR STAFF TRAVELER	Domestic	Cat. A	Cat. B	Cat. C	Cat. X
University Travel	Optional+	TR	TR	TR CERT	University Travel not permitted*

+Registration of travel for domestic field research is encouraged.

\*Faculty, researchers, or staff may request an Exception. Contact [GS&S](#) for details.

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

+Travel that is conducted by University independent contractors (as defined in the [Independent Contractor Policy](#)) is not subject to the contents of this policy and is not eligible for Princeton’s travel-related support resources.

\*This travel must be registered (including the completion of any certification) by faculty, researcher, or a member of staff as external persons cannot access the registration system.

### STEP 3 - Complete Requirements Based on Recommended Timelines

Consult the recommended registration timelines below and plan accordingly. Coordination with other University units may be required, so additional processing time may be necessary.

Requirement	Recommended Travel Registration Timeline*
TR	<ul style="list-style-type: none"> <li>Complete travel registration any time before departure.</li> </ul>
TR + CERT	<ul style="list-style-type: none"> <li>Complete travel registration and certification two weeks before departure.</li> </ul>
TR + EXC	<ul style="list-style-type: none"> <li>Complete travel registration and exception one to two months before departure.</li> </ul>
CAT. X Exception Requests	<ul style="list-style-type: none"> <li>At least two months before departure.</li> <li>For travel to <a href="#">OFAC sanctioned countries</a>, contact <a href="#">Export Controls</a> as soon as possible, as timelines can vary based on country.</li> </ul>

*\*For students, if University funding disbursement is contingent on the completion of trip registration in the Enroll My Trip system (and therefore before travel can be booked), it is best to complete the trip registration process (with tentative travel plans) as soon as possible. Please note you must update your travel registration with final itinerary details before departure.*

### Other University Approvals, Related Policies, and Resources

#### OTHER UNIVERSITY APPROVALS

University Travel may be subject to other University approvals that are not the subject of this policy. Princeton travelers are advised to review the information below and obtain any necessary approvals in advance of departure.

- Students** on University Travel will need additional approvals. The approving office may vary based on if you are an undergraduate or graduate student, your student status, and the type of project or trip. Most student travel has an approval process built into an application or funding request. However, students with additional questions can reach out to:
  - For undergraduate students - [oip@princeton.edu](mailto:oip@princeton.edu)
  - For graduate students - [gs@princeton.edu](mailto:gs@princeton.edu)
  - For co-curricular activities (such as University Travel involving approved student groups, clubs, and organizations), travelers should be in contact with staff in their sponsoring department (e.g., the Office of the Dean of Undergraduate Students (ODUS), Student Affairs in the Graduate School, Office of Religious Life, the Pace Center for Civic Engagement, or Office of Campus Activities).
- Staff members** should seek approval for University Travel from their direct supervisor.
- The University recommends that **Faculty** inform their departments of University Travel to determine whether approvals (or other requirements) may be necessary.
- Researchers** should inform (in the case of postdocs) their Principal Investigators or their departments of University Travel to determine whether approvals (or other requirements) may be necessary.

## OTHER UNIVERSITY POLICIES

In addition to this policy, University Travel may be subject to additional University policies, processes, and best practices including, but not limited to:

- The [University Travel Policy](#), the [Business Expense Policy](#), and the [Global Work and Services Policy](#) (managed by the Office of Finance & Treasury)
- The [Export Controls Policy](#) and compliance with US government export control and OFAC sanctions regulations (managed by [Export Controls](#))
- The policies and processes related to research activities involving human subjects, animals, and biological agents (e.g., IRB, IBC, and IACUC) (managed by [Research Integrity and Assurance](#))
- Other research-related policies and processes, such as shipping samples and other regulated materials, hazardous materials, use and importation of regulated materials, and research safety (managed by [Environmental Health and Safety](#))
- [Travel Guidelines](#) (managed by the [Information Security Office](#))

Compliance with the Global Safety and Security Travel Policy and other related University policies for University Travel is an individual responsibility. Failure to adhere to these policies may result in a traveler being ineligible for University funding or other resources and/or subject to disciplinary action.

## UNIVERSITY RESOURCES

University Travel for faculty, researchers, staff, students, groups, and University guests should be booked through the [Travel and Expense](#) program, either via [Concur](#) or by contacting [World Travel](#). Funds awarded to students for the purpose of travel and related activities should be recorded in the [SAFE](#) system.

Princeton travelers are advised to review the [Global Safety & Security](#) section of the [Princeton International](#) website, where they will find destination guidance, information on routine and emergency issues while traveling, and frequently asked questions (FAQs).

Princeton travelers should also carefully review the Essential Content section (found in their travel registration in the Enroll My Trip system), where they will find important information and resources (including University-provided international insurance and 24/7 emergency assistance for medical and security issues).

Princeton travelers are encouraged to contact Global Safety & Security (GS&S) at [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu) before, during, or after their trip with any safety and security questions or concerns.