

TRAVEL CERTIFICATION AND EXCEPTION REQUEST FORM

Group Travel

INSTRUCTIONS

Use the table below to determine if your University Travel requires a Certification (CERT) or an Exception (EXC) under the Global Safety & Security (GS&S) Travel Policy.

To determine your Destination Risk Category (DRC), simply search for your destination country(s) on the list on the [GS&S Destination Guidance page](#) to learn the category (A, B, C or X). If your destination displays an M (“mixed”), click into the destination to learn more.

TRAVELER	DESTINATION RISK			
	CAT. A	CAT. B	CAT. C	CAT. X
Undergraduate Student	N/A	CERT	EXC	University Travel Prohibited
Graduate Student (not in absentia)	N/A	CERT	EXC	
Graduate Student (in absentia)	N/A	N/A	CERT	
Faculty, Postdoc, Researcher, or Staff	N/A	N/A	CERT	EXC

CERTIFICATION INSTRUCTIONS (FOR GROUP TRAVEL ORGANIZERS)

- Complete Sections 1 through 3 of the form.
- Use the “Certification Endorser” table (available in Section 4 of the form) to determine the endorser.
- Obtain endorsement following the instructions contained in the “Certification Endorser” table.
- Upload the completed, endorsed document (with both your signature in Section 3 and the signature in Section 4 present) to the group travel enrollment on the Enroll My Trip system (<https://enrollmytrip.princeton.edu>).
- Send the completed, endorsed document to your group travel participants for their review and action to upload as part of their travel enrollment actions.

EXCEPTION INSTRUCTIONS (FOR GROUP TRAVEL ORGANIZERS)

- Complete Sections 1 through 3 of the form
- Use the “Certification Endorser” table (prior to Section 4 of the form) to determine the endorser.
- Obtain endorsement following the instructions contained in the “Certification Endorser” table.
- Complete Section 5, Identified Risks and Risk Mitigations.
- Submit the completed, endorsed document (with Sections 1-5 completed) to globalsafety@princeton.edu.
- Engage further with GS&S, as required, to complete the residual risk assessment process so that an appropriate recommendation can be made to the Exception approver.
- GS&S will coordinate submission of the Exception request directly to the approver.
- Requestor (travel organizer) will receive a determination directly from the approver or through GS&S.
 - Requests should be made, at minimum, three (3) weeks in advance of travel. Under extenuating or emergent circumstance, GS&S will support requests with shorter lead time.
- Send the completed, approved document to your group travel participants for their review and action to upload as part of their travel enrollment actions.

NOTE: DO NOT LOCK YOUR FORM AFTER DIGITALLY SIGNING! This will prevent other signatories from acting on the document and will create administrative delays. After digitally signing, you only need to “save” the document so that others (where required) can also complete their digital signatures.

SECTION 3. TRAVELER 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

CERTIFICATION ENDORSER TABLE

Undergraduate Students	Submit your signed Certification to travelcert@princeton.edu for processing to the appropriate Certification Endorser
Graduate Students (All)	Department chair, program director or dean for Certification endorsement.
Faculty, Postdoc, Researcher, Staff	Department chair, program director, unit head, or supervisor (as applicable).

SECTION 4. ENDORSEMENT OF CERTIFICATION

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

I have reviewed all information in this request and have obtained any additional information I require from the traveler 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 GS&S 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 must be uploaded to your relevant travel enrollment.

Sections 5 – 7 are only for Exception requests.

CONTINUE only if you are completing an Exception request and have already obtained your Certification endorsement.

SECTION 5. IDENTIFIED RISKS AND RISK MITIGATIONS

Travelers are responsible for reviewing destination risk information and developing strategies that can be realistically adopted to mitigate health, safety, and security risks. Travelers 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

GS&S will include a completed Residual Risk Assessment for all Exception requests as an attachment to this form upon submission to Exception Approvers. Please see attached document for assessment and recommendation.

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 traveler or from GS&S to make a determination. With due consideration for both the exigency described by the traveler 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 TRAVELER, COPYING GLOBALSAFETY@PRINCETON.EDU.