

## 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](mailto: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.

## TRAVEL CERTIFICATION AND EXCEPTION REQUEST FORM

### Group Travel

SECTION 1. TRAVEL ORGANIZER AND TRAVEL DETAILS			
Family/Last Name		Given/First Name	
Email		Phone Number	
Department/Program		Title	
<b>The following travelers will be participating:</b> <i>(Select all that apply)</i>	<input type="checkbox"/> Undergraduate Students (UG) <span style="margin-left: 150px;"><input type="checkbox"/> Graduate Students (G)</span> <i>Number of attendees: _____</i> <span style="margin-left: 150px;"><i>Number of attendees: _____</i></span>  <input type="checkbox"/> Faculty, Postdoc, Researcher, Staff (FPRS) <i>Number of attendees: _____</i>  <i>Please include an attachment with name, University status (UG, G, FPRS), and citizenship of attendees.</i>		
<b>Travel Location(s)</b> <i>Please use and attach a continuation sheet, as needed</i>		<b>Proposed Travel Dates</b>	
<i>City</i>	<i>Country</i>	<i>From</i>	<i>To</i>

SECTION 2. PURPOSE OF TRAVEL AND ALTERNATIVES
<i>Please provide a statement that describes the purpose of your travel, including the expected results or benefits to you and/or the University.</i>

<i>Next Question Only for Travel Including Undergraduate Travelers</i>	
<b>This University Travel is:</b>	<input type="checkbox"/> Funded by an academic department or the Office of the Dean of the College (ODOC) <span style="margin-left: 150px;">_____</span>  <input type="checkbox"/> Co-curricular (please indicate appropriate Campus Life affiliation/funder) <ul style="list-style-type: none"> <li><input type="checkbox"/> Athletics</li> <li><input type="checkbox"/> Office of the Dean of Undergraduate Students (ODUS)</li> <li><input type="checkbox"/> Office of Religious Life (ORL)</li> <li><input type="checkbox"/> Pace Center for Civic Engagement</li> </ul>

**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**

<b>Undergraduate Students</b>	Submit your signed Certification to <a href="mailto:travelcert@princeton.edu">travelcert@princeton.edu</a> for processing to the appropriate Certification Endorser
<b>Graduate Students (All)</b>	Department chair, program director or dean for Certification endorsement.
<b>Faculty, Postdoc, Researcher, Staff</b>	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](mailto: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](mailto:GLOBALSAFETY@PRINCETON.EDU).