

Exception Request

Group Travel

INSTRUCTIONS

Use the table below to determine if your University Travel requires an approved exception. Remember: All requirements, including any approvals, must be obtained before trip commencement.

To determine your Destination Risk Category (DRC), simply search for your destination(s) by country 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.

| GROUP TRAVEL PARTICIPANTS | DESTINATION RISK CATEGORY | |
|---|---------------------------|------------------------------|
| | CAT. C | CAT. X |
| Undergraduate Student | Exception Required | University Travel Prohibited |
| Graduate Student | Exception Required | University Travel Prohibited |
| Faculty & Staff (incl. postdocs and researchers) | N/A | Exception Required |

EXCEPTION REQUEST PROCESS

1. Create a group travel registration for this proposed travel in the Enroll My Trip system (<https://enrollmytrip.princeton.edu>). You must have group permissions. Contact globalsafety@princeton.edu for these permissions to be added to your account, if needed.
2. Complete all required fields in the travel registration (including itinerary, form fields, and essential content digital acknowledgements) and “submit” for approval. Travel participants can be added later, after approval has been obtained.
3. Complete Sections 1-3 of this form.
4. Reference the Endorsement table (between Section 3 and Section 4 of the form) to identify your appropriate endorser.
5. Complete Section 4 by obtaining endorsement (via digital signature) endorser. You are responsible for obtaining this endorsement.
6. Submit your endorsed form to globalsafety@princeton.edu to initiate risk assessment consultation.

NOTES:

- Following the consultation, GS&S will complete a “residual risk assessment” to ensure the group travel’s approver has appropriate information to make an informed decision.
- GS&S will coordinate submission of the exception request directly to the group travel’s necessary approver(s).
- Group travel involving undergraduate and graduate student travelers may require approvals from both of the relevant approvers.
- The travel coordinator will receive a determination directly from the approver via email once they have made their determination.
- GS&S will further follow-up with the travel coordinator to complete any required pre-departure actions.
- Requests should be made, at minimum, three (3) weeks in advance of travel for CAT C destinations and two (2) months in advance for CAT X destinations.
- Please 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 can also digitally sign.

EXCEPTION REQUEST

Group Travel

| SECTION 1. TRAVELER & TRAVEL DETAILS | | | |
|--------------------------------------|--|-----------------------|----|
| Family/Last Name | | Given/First Name | |
| Email | | Phone Number | |
| Attendees | ___ Undergraduate Students ___ Graduate Students ___ Faculty, Postdoc, Researcher, Staff <i>Please note that GS&S will require a full list of travelers and information on each traveler's passport country as part of the required residual risk assessment.</i> | | |
| Travel Registration Title | | | |
| Travel Location(s) | | Proposed Travel Dates | |
| City | Country | From | To |
| | | | |
| | | | |
| | | | |
| | | | |

| SECTION 2. PURPOSE OF TRAVEL |
|---|
| <i>Please provide a statement that describes the purpose of this travel, including trip leader information and sponsoring department or program</i> |
| |

| SECTION 3. TRAVEL ORGANIZER ATTESTATION |
|--|
| <ol style="list-style-type: none"> 1. The proposed group travel is University-related and meets the definition of University Travel under the GS&S Travel Policy. 2. I have completed a travel registration for the proposed University Travel, including the provision of any requested information and the completion of digital signatures attesting to my understanding of applicable policies and available resources. 3. I understand that this travel may only commence after obtaining an approved Exception and that commencing travel prior to obtaining an approved Exception does not comply with the University's requirements under the GS&S Travel Policy. |
| <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Requestor </div> <div style="text-align: center;"> <hr style="width: 150px; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Requestor </div> <div style="text-align: center;"> <hr style="width: 150px; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date of Signature </div> </div> |

| Endorsement Table | |
|---|--|
| Group travel involving Undergraduate Students or <u>both</u> Undergraduate and Graduate Students | Endorsed through your travel registration by the Office of International Programs. No additional endorsement required. Skip to the instructions at the end of Section 4. |
| Group travel only involving Graduate Students | Department Chair or Program Director (as applicable). |
| Group travel only involving Faculty, Postdoc, Researcher, Staff | Department Chair, Program Director, Unit Head, or Supervisor (as applicable). |

SECTION 4. ENDORSEMENT

The following section is to be completed by an appropriate Endorser. Once endorsed, please return the signed copy to the travel organizer making the exception request so that they may submit it to GS&S.

I have reviewed all information in this request and have obtained any additional information I require from the travel organizer. I am satisfied that this trip is feasible and for a University-related purpose as University Travel, 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!

Submit this endorsed form to globalsafety@princeton.edu.

GS&S will reach out to coordinate next steps, including the completion of a risk consultation and submission to your approver.

GS&S RISK CONSULTATION

Group travel organizers are responsible for reviewing destination risk information and developing strategies that can be realistically adopted to mitigate health, safety, and security risks. GS&S may provide guidance on identifying risks and developing mitigations, but travel organizers must develop and implement their own plans. Developing plans does not guarantee an Exception will be approved.

GS&S will provide a form to the travel organizers to complete prior to their scheduled risk consultation. This form will collect more targeted information on the travelers, the travel plans, relevant personal experience, and risk management strategies. The contents of the form will ensure a more targeted approach for GS&S to assess risks and support the traveler.

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 Approver. The Exception Approver is encouraged to review its contents in detail when making a determination on the request.

SECTION 5. 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

THE APPROVER SHOULD EMAIL A COMPLETED COPY OF THIS FORM TO THE TRAVELER, COPYING [GLOBALSAFETY@PRINCETON.EDU](mailto:globalsafety@princeton.edu).