

Exception Request

Individual 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.

TRAVELER	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

*Graduate students may request an exception for University Travel to CAT. X destinations only for purposes of conducting PhD dissertation research

EXCEPTION REQUEST PROCESS

1. Create a travel registration for this proposed travel in the Enroll My Trip system (<https://enrollmytrip.princeton.edu>).
2. Complete all required fields in the travel registration (including itinerary, form fields, and essential content digital acknowledgements) and “submit” for approval.
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. For undergraduates, endorsement is obtained through your submitted travel registration. For graduate students and faculty/staff, have your endorser complete Section 4 via digital signature. You are responsible for obtaining this endorsement.
6. Submit your endorsed form to globalsafety@princeton.edu to initiate risk assessment consultation. Undergraduate students can submit this form without Section 4 signed as that will be completed in your travel registration.

NOTES:

- Following the consultation, GS&S will complete a “residual risk assessment” to ensure the traveler’s approver has appropriate information to make an informed decision.
- GS&S will coordinate submission of the exception request directly to the traveler’s approver.
- The traveler will receive a determination directly from the approver via email once they have made their determination.
- GS&S will further follow-up with the traveler 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.

Individual Travel

Section 1. Traveler & Travel Details

Section 2. Purpose of Travel

Please provide a statement that describes the purpose of your travel, including the expected results or benefits to you and/or the University.

Section 3. Traveler Attestation

1. My proposed 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, available resources, and my acknowledgement and assumption of risk this travel.
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](#).

Signature of Requestor

Printed Name of Requestor

Date of Signature

Endorsement Table

Undergraduate Students	Endorsed through your travel registration by the Office of International Programs. No additional endorsement required. <u>Skip to the instructions at the end of Section 4.</u>
Graduate Students (All)	Department Chair or Program Director (as applicable).
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 traveler 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 traveler. 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!

Travelers must 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

Travelers 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 travelers must develop and implement their own plans. Developing plans does not guarantee an Exception will be approved.

GS&S will provide a form for travelers to complete prior to their scheduled risk consultation. This form will collect more targeted information on the traveler, their travel plans, their relevant personal experience, and their 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).