

# Faculty & Staff Travel Abroad

**All international travel for university-sponsored business, regardless of the funding source, is restricted and requires pre-approval from the Unit Executive Officer (UEO).** This restriction is in place for financial considerations and to ensure that travel is safe for both the traveler, our community, and the destination community. It is expected that permission to travel will be granted in limited circumstances.

More information regarding university travel abroad can be found on the COVID-19 and Provost websites.

- <https://covid19.illinois.edu/travel/> <https://covid19.illinois.edu/travel/>
- <https://provost.illinois.edu/policies/policies/coronavirus/travel-approval/> <https://provost.illinois.edu/policies/policies/coronavirus/travel-approval/>

This petition will assist you and your UEO in reviewing travel plans.

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Directions. Review the questions and gather necessary information. Links to potential resources are provided. **You can save and return to this form later.** If you save the form, you will receive an email with a link to re-access the page.

Upon submission, you will receive an email copy of the petition. You are responsible for forwarding the email to your UEO. UEOs will review the information and decide whether to approve, forward the request to the next level (i.e., department forwards to college), or to deny the request. The second level UEO will have ultimate decision-making authority.

International Safety and Security will email you within two business days with more information and next steps **if** your UEO approves the travel. This information can also be found at our COVID-19 website:

<https://safetyabroad.illinois.edu/covid19/faculty-staff/> <https://safetyabroad.illinois.edu/covid19/faculty-staff/> .

International Safety and Security will also send a copy to Illinois Human Resources to follow-up regarding quarantine after travel.

If you have questions regarding the petition or desire more information regarding health, safety, and COVID-19 considerations at your proposed destination, please contact [safetyabroad@illinois.edu](mailto:safetyabroad@illinois.edu).

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## \* Name of Traveler

Andrew Collum

## \* Traveler's Unit

Illinois International - International Safety & Security

**Name of individual submitting the form (if not the traveler)**

If you will visit multiple locations in the same country, please identify them here.

If you will visit multiple countries, please identify the first one here. Additional countries should be identified at the end of this form.

**\* 1. Destination(s) for proposed travel. Include city and country.**

Darmstadt, Germany

**\* 2. Dates of proposed travel. Include dates of departure and return.**

1/15/2021 to 1/30/2021

Example

**To answer Question 3, consider these aspects:**

- Can the activity be accomplished virtually?
- Is the travel strictly necessary to fulfill the University's fundamental mission?
- Can the travel be postponed?
- How will the travel be funded?
- Is the traveler's safety at risk?
- What is the impact of quarantining at the destination or upon returning to Champaign-Urbana?

**\* 3. Describe the purpose of your travel and its essential nature.**

The purpose of travel is to review a study abroad location in person prior to resuming student travel. Virtual is inadequate to verify the plans and preparations to support students, including visiting the local hospital and the dorms. Travel will be funded with units funds identified for partner evaluations. Any quarantine upon return will not impact my work as I am currently teleworking. Quarantine is required upon arrival in Germany; it is an inconvenience but this trip must be completed before allowing students to travel.

**To answer Question 4, review the [DoS Travel Advisory Levels](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html)**

<<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>> .

**\* 4. What is the U.S. Department of State (DoS) Travel Advisory level associated with the country?**

- Level 4, Avoid Nonessential Travel
- Level 3, Reconsider Travel
- Level 2, Exercise Increased Caution
- Level 1, Exercise Normal Precautions

To answer Question 5, review the [CDC COVID-19 Alerts](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html)

<<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>> .

\* 5. What is the U.S. Centers for Disease Control and Prevention (CDC) travel health level for the country?

- Level 4: COVID-19 Very High
- Level 3: COVID-19 High
- Level 2: COVID-19 Moderate
- Level 1: COVID-19 Low
- Level unknown

To answer Question 6, review the [DoS COVID-19 Updates](https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html)

<<https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>> . You can also contact [safetyabroad@illinois.edu](mailto:safetyabroad@illinois.edu) for more information.

\* 6. Describe the quarantine/isolation requirements upon entry at your destination.

- Required
- Required only if symptomatic
- None
- Other

Example

To answer Question 7, consider the explanations provided below:

- **Extensive support** includes being hosted by an organization with a full-time staff that can assist with providing guidance and making arrangements to meet medical or other needs.
- **Moderate support** includes being hosted by an individual who can assist with providing guidance and making minimal arrangements to meet medical or other needs.
- **Minimal support** includes being hosted by individual that can provide some advice but unlikely to assist with arrangements.

\* 7. Describe traveler support in country.

- Extensive: Hosted by an organization with a full-time staff that can assist with providing guidance and making arrangements to meet medical or other needs.
- Moderate: Hosted by an individual who can assist with providing guidance and making minimal arrangements to meet medical or other needs.
- Minimal: Hosted by individual that can provide some advice but unlikely to assist with arrangements.
- None

**There are simple steps you can take to limit exposure to COVID-19 for yourself and others.**

- Get a University Saliva RTPCR COVID test prior to departure. Carry a copy of the results with you during your travels.
- If you are feeling unwell before departure or believe you may have been exposed, postpone your travel.

**Air travel.**

- Before departing, call your travel agent or airline to ask about passenger capacity on your flight. If near capacity, consider rescheduling your flight.
- At airport screening, place personal items (keys, wallets and phones) in carry-on bags instead of bins to reduce handling.
- Wash your hands with soap and water for at least 20 seconds after going through screening.
- Pack facemasks, gloves, hand sanitizer and disinfectant wipes in an easily accessible location during travel. (Travelers may have one container of hand sanitizer up to 12 ounces [~ 350 milliliters] in a carry-on bag.)
- Once boarded, use a disinfecting wipe to clean the surfaces around your seat (armrests, entertainment system, tray, etc.).

**Ground transportation.**

- In a taxi or other ride sharing, do not sit in the front seat.
- Handle your own bags during pickup and drop-off.

**Lodging.**

- Review hotels online and look for contactless payment.
- Request to be in a room that has been vacant for at least 24 hours.
- Handle your own bags.
- Disinfect high-touch surfaces upon entering your room.
- Wash any plates, glasses, cups and utensils before using.

**\* 8. Review the travel tips above. International Safety and Security will provide additional information in a follow-on email.**

I understand.

**\* 9. Does your travel include an additional (second) destination country? Do not include layovers where you will remain inside the airport.**

- Yes  
 No

Please look for an email from International Safety and Security within two business days with more information and next steps before and during travel.

# Faculty & Staff Travel Abroad - Second Location

Identify all locations to be visited in the second country here.

If visiting additional countries, indicate that in the final question below.

## 1. Destination(s) for proposed travel. Please include city and country.

Stockholm, Sweden

## 2. Dates of proposed travel for the second country.

1/31/2021 to 2/5/2021

## To answer Question 3, consider these aspects:

- Can the activity be accomplished virtually?
- Is the travel strictly necessary to fulfill the University's fundamental mission?
- Can the travel be postponed?
- How will the travel be funded?
- Is the traveler's safety at risk?
- What is the impact of quarantining at the destination or upon returning to Champaign-Urbana?

## 3. Describe the purpose of your travel to this destination and its essential nature. If the purpose of travel is the same for all destinations, you can annotate as such.

Same as previous rationale.

## To answer Question 4, review the [DoS Travel Advisory Levels](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html)

<<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>> .

## 4. What is the U.S. Department of State (DoS) Travel Advisory level associated with the country?

- Level 4, Avoid Nonessential Travel
- Level 3, Reconsider Travel
- Level 2, Exercise Increased Caution
- Level 1, Exercise Normal Precautions

To answer Question 5, review the [CDC COVID-19 Alerts](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html)

<<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>> .

5. What is the U.S. Centers for Disease Control and Prevention (CDC) travel health level for the country?

- Level 4: COVID-19 Very High
- Level 3: COVID-19 High
- Level 2: COVID-19 Moderate
- Level 1: COVID-19 Low
- Level Unknown: COVID-19 Unknown

To answer Question 6, review the [DoS COVID-19 Updates](https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html)

<<https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>> . You can also contact [safetyabroad@illinois.edu](mailto:safetyabroad@illinois.edu) for more information.

6. Describe the quarantine/isolation requirements upon entry.

- Required
- Required only if symptomatic
- None
- Other

Example

To answer Question 7, consider the explanations provided below:

- **Extensive support** includes being hosted by an organization with a full-time staff that can assist with providing guidance and making arrangements to meet medical or other needs.
- **Moderate support** includes being hosted by an individual who can assist with providing guidance and making minimal arrangements to meet medical or other needs.
- **Minimal support** includes being hosted by individual that can provide some advice but unlikely to assist with arrangements.

7. Describe traveler support in country.

- Extensive: Hosted by an organization with a full-time staff that can assist with providing guidance and making arrangements to meet medical or other needs.
- Moderate: Hosted by an individual who can assist with providing guidance and making minimal arrangements to meet medical or other needs.
- Minimal: Hosted by individual that can provide some advice but unlikely to assist with arrangements.
- None

8. Does your travel include an additional (third) destination country? Do not include layovers where you will remain inside the airport.

- Yes
- No

## Faculty & Staff Travel Abroad

You may review requirements at the CDC

<<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>> and/or Illinois Department of Public Health (IDPH) <<https://www.dph.illinois.gov/covid19>> websites.

**\* I understand that if my travel is approved, the University requires compliance with travel quarantine requirements issued by the CDC and/or Illinois Department of Public Health (IDPH).**

I Agree

I Do Not Agree

Please look for an email from International Safety and Security within two business days with more information and next steps before and during travel.

# Example