

## ESSENTIAL TRAVEL POLICY UPDATE

Effective 5/13/2021 Drexel University will move into Phase 3: LIMITED TRAVEL for University-related travel.

All Drexel travelers participating on university-related travel are required to be fully vaccinated for COVID-19. Travel by non-vaccinated travelers with a medical or religious exemption may be considered on a case by case basis.

### Approval process for travel for VACCINATED TRAVELERS

Local Travel/No Overnight Stay	Domestic Travel Overnight Stay	International Travel
Pre-Travel Attestation Supervisor approval No GRAND** registration required	Pre-Travel Attestation Supervisor Approval GRAND** registration	Pre-Travel Attestation ETRC* Approval GRAND** registration Risk Acknowledgement required

**Non-Vaccinated Travelers** can contact [covid19travel@drexel.edu](mailto:covid19travel@drexel.edu) for more information about the required approval process for university-related travel.

**Individual Student** and **Student Group travel** will be approved by the Supervisor or the Supervising Unit, for example Student Life, Athletics, etc and may be required to complete the ETRC approval process.

**Domestic co-op** and **clinical placements** are reviewed by supervisors at the time of placement and do not need to go through the University travel review process. International placements with the exception of international students completing a placement in their home country, are required to complete the process outlined under International Travel.

Travel must be approved in order to be eligible for reimbursement.

\***ETRC** is the Essential Travel Review Committee which reviews Travel Requests following the process of the University Travel Task Force.

\*\***GRAND** is the Global Research and Academic Network Database and where faculty and staff currently register ALL university-related travel.

### Steps for Travelers

- 1) Complete *Pre-Travel Attestation* via Qualtrics survey:  
[https://drexel.qualtrics.com/jfe/form/SV\\_02ui92gUFqJog74](https://drexel.qualtrics.com/jfe/form/SV_02ui92gUFqJog74)
- 2) Instructions for completing the approval process will be provided to the Traveler and Supervisor based upon travel type and vaccine status.

Full details on updates and new guidance documents will be made available soon on the Procurement COVID-19 Essential Travel Guidance [website](#).