



Request for Exception for University-Related Travel during COVID-19 Pandemic

The COVID-19 pandemic continues to affect states and countries differently and travel increases your chance of getting and spreading COVI-19. Multiple factors must be considered and shared among university units in order to resume essential university-related travel in a safe and carefully considered manner.

This form and the information it contains will serve as the first step in the process to request an exception to the current restrictions on all university-related travel. All requests must first be approved by the Dean/Senior Administrator for your unit.

This request is required for any international travel or domestic travel involving non-vaccinated individuals.

This request form does not apply to clinical practice travel. Any other students completing this form should work closely with their faculty/staff advisor on its completion.

Please complete this form in full & submit to Essential Travel Review Committee (ETRC) at: Covid19travel@drexel.edu.

Part I. Traveler Information and Travel Details

Name of Traveler

Drexel Email/Username (abc123)

Role of Traveler (faculty, staff, post-doc, student:
MS/PhD/MD, co-op, undergraduate)

Best Contact Telephone #

Sponsoring College/School/Unit

Department

Location(s) of travel (city, state, country)

Anticipated
Departure

Anticipated
Return

Faculty and staff traveling for conferences and research (up to 30 days) may opt into On Call quarantine coverage for a cost of \$60 per traveler, per trip.

Opt In

Decline (COVID quarantine will be paid for by my department, sponsor, or personal funds)

Students (MS/PhD/MD, Co-op, undergraduate) engaging in international travel lasting 6 to 31 days are required to secure On-Call quarantine coverage. Please reach-out to Covid19travel@drexel.edu for more information regarding this requirement.

Student On Call quarantine coverage can be purchased here: [On Call Student Short Term Quarantine Coverage](#)

Please check the category that best describes your travel: Academic Research University Business

Please provide the reason for your travel below.

Destination Partner/Local Contact if applicable, including type of facility and phone number:

Part II. COVID-19 Status and Protocols for Destination

Is self-isolation required upon your arrival in your destination? Yes No

Is self-isolation required upon your return from your destination? Yes No

Are there other entrance requirements for the destination? Yes No

Domestic: See public health local, tribal and state guidelines for the US.

International: <https://www.iatatravelcentre.com/world.php>

If yes, please describe requirements:

US State Department Advisory Level for Destination

(**international locations only**) <https://travel.state.gov/content/travel.html>

Part III. Travel Logistics

How will this travel be funded, including funding for potential self-isolation or COVID-19 testing, treatment or care? Select all that apply. Departmental Funds Grant Funds Personal Funds Other Funds

Describe transport to/from destination(air/rail/car/public transport)including to/from airport/train station.

Describe the lodging options that will be used during the travel.

Please provide a local emergency contact
(name, phone, email, relationship)

Please identify the medical facility
closest to your lodging.

Does your personal insurance provide medical
coverage in your destination, including for COVID-19?

Yes

No

Please describe local protocols if you are experiencing any COVID-19 symptoms, including how to obtain
a COVID-19 test.

Please describe your contingency plans in the event that an unexpected event occurs (i.e., cancellation of
flights, spike in infections, locally-mandated lock-down or government mandate or University requirement.)

I understand that travel increases my risk of COVID-19 infection and behaviors like masking, taking
non-stop flights, sanitizing regularly, social distancing, etc. should be practiced in order to decrease this
risk whenever possible.

Part IV. College/School/Unit Approval

**This travel is considered to be essential to the core research, educational or business functions of the
University.**

College/School Dean/VP of Unit

Date

If you are not a Dean or VP, have you been designated as an approver of travel for your unit?

Yes

No