

UCI Travel Approval Form

To be used for preapprovals and exceptions described in Executive Directive – Travel*, Issued by Chancellor Howard Gillman, July 24, 2020. Submit the form to the Travel Risk Review Team (TRRT) at global@uci.edu and copy the Designated Approver. Please send questions to global@uci.edu.

*https://uci.edu/coronavirus/executive-directives/UCI20_UCI_TravelDirective_08-17-20.docx.pdf

At this time, travel involves risk of infection and transmission. To receive pre-approval or an exception for travel, travelers and visitors must have compelling immediate reasons that are documented. This form should be completed with adequate detail for an independent impartial risk specialist to make an assessment of risk.

To ensure timely review, travel approval forms should be submitted at least two weeks before planned travel and need to include specific detail about the requested travel - both the urgency/importance and also the specific health precautions that will be taken.

UCI travelers:

Name of person who is traveling: _____

Unit & Division or Department & School of traveler: _____

Name and title of Designated Approver: _____

Email of traveler: _____

Name and email of person submitting form: _____

Visitors:

Name of visitor: _____

Name of UCI person inviting visitor: _____

Unit & Division or Department & School of person inviting: _____

Name and title of Designated Approver: _____

Email of person inviting: _____

Name and email of person submitting form: _____

For all requests:

Date request emailed to global@uci.edu for review: _____

Dates of travel: _____

Destination (for outbound)/Origin (for inbound): _____

Stopover location(s): _____

Mode(s) of transportation including ground transportation: _____

The Executive Directive presents a strict definition for essential travel. If you feel the travel meets all three of the requirements, please explain in detail how it meets each requirement.

ESSENTIAL TRAVEL

Essential Travel 1: travel is required (attach additional information if needed)

Essential Travel 2: travel cannot be postponed (attach additional information if needed)

Essential Travel 3: travel is necessary to preserve patient/human research subject safety or results of research activities. For students, my travel is required for graduation.

NON-ESSENTIAL TRAVEL

Use the space below to provide strong supporting evidence that the travel should be given an exception. Specifically, please describe a) the urgency/importance of this travel, b) why it cannot be postponed and c) the consequences of not traveling at this time.

Reason for non-essential travel: (attach additional information if needed)

RISK MITIGATION

Use the space below to provide specific details about the steps that will be taken to minimize risk to the traveler and the UCI community. Be specific about locations, stakeholders and precautions that are adequate for this specific travel.

Risk mitigation (attach additional information if needed)

OUTBOUND TRAVELERS - needed if traveling away from UCI

- I will enroll in the UC Away travel insurance program or make travel reservations through Connexus, which provides automatic enrollment in the UC Away travel insurance program.
- I have considered the risks and believe I can mitigate against them to ensure my safety and the safety of the UCI community

INBOUND TRAVELERS – needed if traveling to UCI and/or returning to UCI

- If travel involves an Area of Risk, I will complete 10 days of self-isolation before entering UCI-controlled spaces.
- I am familiar with and will comply with all UCI COVID-19 related Executive Directives and other applicable University policies and protocols, including UCI COVID-19 Individual Guidance.

STUDENT TRAVEL – needed if the traveler is a UCI student

- For students who live on campus - I am familiar with and will comply with all University policies and protocols related to my UCI residence.
- For international travel - I will seek additional required approval by the UCI Study Abroad Center (StudyAbroad@uci.edu)

VISITORS – needed if the visitor is coming from an area of risk

- Visitor will complete 10 days of self-isolation before entering UCI-controlled spaces.
- Designated Approver will ensure the visitor is familiar with and will comply with UCI research and return to work health and safety guidelines.

MODE OF TRANSPORTATION – needed if the transportation mode has a health warning

- I will complete 10 days of self-isolation before entering UCI-controlled spaces.
- I am familiar with and will comply with all UCI COVID-19 related Executive Directives and other applicable University policies and protocols, including UCI COVID-19 Individual Guidance.

Signature of person requesting to travel/invite a visitor: _____