

## Elevated Travel Risk Approval Request – Group or Program

Columbia University’s [International Travel Planning Policy](#) mandates that Students, Officers of Administration and Support Staff travelling on University-related travel abroad complete a tiered review and approval process based upon the highest [ISOS Travel Risk Rating](#) associated with their travel location(s).

Travel to “Medium” Travel Risk locations require [ISOS Itinerary Review](#); travel to “High” Travel Risk locations requires ISOS Itinerary Review and dean approval from the school where the student is registered; and travel to “Extreme” Travel Risk locations requires ISOS Itinerary Review, dean approval and, for Morningside affiliates, Provost approval, and for CUIMC affiliates, EVP and Dean of the Faculties of Health Sciences and Medicine approval.

Travel to countries with the Evacuation Status of Stand-By, Evacuate Non-Essential Staff, or Full Evacuation require for Morningside affiliates, Provost approval, and for CUIMC affiliates, EVP and Dean of the Faculties of Health Sciences and Medicine approval

### ACTIVITY/PROGRAM ORGANIZER DETAILS

Individual Submitting Request

Email

School/Department

### DESCRIPTION OF TRAVEL

Program or Trip Name

Proposed location(s) (include all cities and countries relevant to this trip)

Proposed travel dates

Purpose of travel

Highest level of risk (defined by ISOS)

Elevated Evacuation Status

(To find an elevated evacuation status, visit [Travel to High and/or Extreme Travel Risk Locations and Locations with Elevated Evacuation Status](#))

Traveler Type(s)

Number of travelers

### INTERNATIONAL SOS

Return this completed form and required attachments to [globaltravel@columbia.edu](mailto:globaltravel@columbia.edu)

All University Affiliates are required register their trip in International SOS (ISOS) MyTrips.

An ISOS Pre-Trip Itinerary Review is required for group travel that includes the affiliates listed above. Only one ISOS Pre-Trip Itinerary Review should be submitted for a group trip.

Please provide the ISOS Case Number for the Pre-Trip  
Itinerary Review for this trip.

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**REQUIRED INFORMATION**

1. What is the academic/business rationale for this trip? Include the academic/business purpose(s) and goal(s).

2. What is the academic/business reason why this travel must take place to this location(s) despite the risks associated with travel therein?

3. What alternative opportunities are available and why were they not chosen?

4. How has the group prepared for this proposed trip? Include a description of the health, safety, and security risks and how you plan to mitigate them.

5. Attach the ISOS Pre-Trip Itinerary Review you received from ISOS, and any relevant documentation to be used for consideration, such as a roster, participant information (school/department, traveler type), or program proposal.

**RESOURCES**

- Columbia International Travel Planning Policy: <http://policylibrary.columbia.edu/international-travel-planning-policy>
- International SOS: <https://www.internationalsos.com>
- U.S. Department of State Travel Advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
- Centers for Disease Control and Prevention (CDC) Travelers' Health: <https://wwwnc.cdc.gov/travel/>  
World Health Organization (WHO): <http://www.who.int/>

**REQUIRED DOCUMENTS**

Any CU affiliate traveling on this program, must complete the Elevated Travel Risk Approval - Participant Form. The forms must be signed by participants and returned to Global Travel with the Elevated Travel Risk Approval Form.\*

\*If participants are not selected until after program approval, participants must complete the form and return to Global Travel prior to trip departure.

**SUBMISSION – END HERE**

Once you have completed this form, up to this point, submit to Global Travel at [globaltravel@columbia.edu](mailto:globaltravel@columbia.edu). Global Travel will facilitate the appropriate review on the group's behalf.