

High and Extreme 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.

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)

Traveler Type(s)

Number of travelers

INTERNATIONAL SOS

Students, Officers of Administration, Support Staff, and Officers of Research, Instruction, or Libraries traveling with students must 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.

REQUIRED INFORMATION

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

2. What is the academic 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 have you 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

Students, Officers of Administration, and Support Staff traveling on this program, must complete the following High and Extreme Travel Risk Participant Form. The forms must be signed by participants and returned to Global Travel with the High & Extreme Risk International Travel 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. Global Travel will facilitate the obtaining of appropriate signatures on the traveler's behalf.

FOR GLOBAL TRAVEL USE ONLY

Dean Signature

Date

Approve

Conditional Approval

Deny

Additional information needed

Notes from Dean/Unit Head:

Provost/EVP for CUMC (For Extreme Risk locations only)

Date

Approve

Conditional Approval

Deny

Additional information needed

Notes from Provost/EVP: