

## Elevated Travel Risk Approval Request – Group or Program

All affiliates are required to comply with Columbia University's [Travel and Activity Planning Policy](#) when conducting Columbia-related international travel. Columbia University utilizes the Travel Risk Ratings produced by Crisis24 and CU Travel Restrictions to determine the pre-travel requirements for Columbia affiliates.

All affiliates conducting University-related travel and/or activities abroad are required to complete a tiered review and approval process based upon the highest [Crisis24](#) Travel Risk Rating and/or any location with a CU Travel Restriction associated with their travel location(s). Pre-departure requirements by affiliate type can be found on the GRSO website.

This form is required for groups of three or more proposing travel to locations requiring review/approval.

**This form will be sent to the traveler's respective Dean and to Elevated Travel and Activity Review Committee (ETARC) as required.**

### 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 Risk Rating Level (as defined by **Crisis24**)

CU Travel Restriction?

Reason for CU Travel Restriction

Traveler Type(s) (Example: Graduate Students, Undergraduate Students)

Number of travelers

**Crisis24**

- All University Affiliates are required to register their trip in Horizon prior to trip departure. Register a trip: <https://crisis24horizon.com/columbiauniversity/login>
- Students, Officers of Administration and Support Staff traveling to locations defined as High Travel Risk, must submit their itinerary to Crisis24 for review.

All Columbia affiliates traveling to locations defined as Extreme Travel Risk and/or locations with a CU Travel Restriction must submit their itinerary to Crisis24 for review.

Use the Global Travel online form to submit the itinerary review.

<https://globaltravel.columbia.edu/content/crisis24-pre-trip-itinerary-review-form-0>

Only one Crisis24 Pre-Trip Itinerary Review should be submitted for a group trip.

Please provide the Crisis24 Case Number for the Pre-Trip Itinerary Review for this trip.

**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 health, safety, and security risks and how the group plans to mitigate them.

5. Given the risks associated with travel to this elevated travel risk destination, please explain the rationale for the proposed trip duration. Include the group's planned itinerary, associated agenda(s), or schedules while in location.

6. Attach the Pre-Trip Itinerary Review you received from Crisis24, and any relevant documentation to be used for consideration, such as a roster, participant information (school/department, traveler type), program proposal and/or any Travel Preparedness Plans or Risk Mitigation Plans to your submission.

## RESOURCES

- Columbia Travel and Activity Policy (TAPP): <https://universitypolicies.columbia.edu/content/travel-and-activity-planning-policy-tapp>
- CU Travel Restrictions: <https://globaltravel.columbia.edu/content/cu-travel-restrictions>
- Crisis24: <https://globaltravel.columbia.edu/content/crisis24>
- 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 and Activity Proposal - Participant Form. The forms must be signed by participants and return to Global Risk, Safety, and Operations with the Elevated Travel and Activity Proposal.\*

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

## SUBMISSION – END HERE

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