

Elevated Travel and Activity Proposal - Individual

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 the following:

- **Students, Officers of Administration and Support Staff**
 - Proposing travel to locations with a Crisis24 High or Extreme Travel Risk Rating
 - Locations with a CU Travel Restriction
- **Officers of Instruction, Officers of Research, Officers of Libraries)**
 - Proposing travel to locations with a Crisis24 Extreme Travel Risk Rating
 - Locations with a CU Travel Restriction

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

TRAVELER DETAILS

Traveler name

UNI

Email

Traveler Type

School/Department

DESCRIPTION OF TRAVEL

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

Proposed travel dates

Purpose of travel

Highest level of risk of your destination

CU Travel Restriction?

CU travel restriction listing: <https://globaltravel.columbia.edu/content/proposing-travel-and-or-activities-abroad>

Reason for CU Travel Restriction

Crisis24

All Columbia affiliates traveling on Columbia Travel have access to [Crisis24](#), the University's 24/7 travel emergency assistance provider. Crisis24 is not insurance but can provide travelers with a global help line for access to medical and security emergencies. Crisis24 can also provide information on clinics and doctors, and has mental health counseling resources.

Crisis24 also has a mobile app that travelers can download to their smartphone where they can chat, in real-time, with healthcare professionals.

If you find yourself in need of immediate assistance while abroad, call Crisis24 anytime at **+001-208-758-8809**

_____ (Initial) I understand how to contact Crisis24 in the event of an emergency while I am abroad.

Pre-Travel Itinerary Review

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 your itinerary review.

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

Crisis24 Trip Registration

All University Affiliates are required to register their trip in Horizon prior to trip departure. Register a trip: <https://crisis24horizon.com/columbiauniversity/login>

_____ (Initial) I will register my trip in Crisis24 Horizon per University requirements.

VOLUNTARY PARTICIPATION

No Columbia University affiliate can be required to participate in travel to a Crisis24 High or Extreme risk location or location with a CU Travel Restriction. Travel to these locations is strictly voluntary.

TRAVEL POLICY VIOLATIONS

Any international travel policy violation can be reported to your dean, and disciplinary action can be taken.

RISK NOTIFICATION STATEMENT

As a Columbia University traveler, you must carefully read and understand the following:

- Your home country's Embassy may not be able to assist you during an emergency. The Embassy may close temporarily or suspend public services for security reasons.
- Access to hospitals, emergency medical care, and prescribed medications may be limited or non-existent.
- Participation in travel to a location defined as High or Extreme by Crisis24 has inherent risks. These risks can never be completely eliminated. Potential risks may include, but are not limited to, dangers in health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest and/or various types of violence.
- Participation in travel to a location with a CU Travel Restriction has inherent risks. Should conditions deteriorate while in-country, travelers may be required to depart /end their CU- related travel as soon as possible. Departure in some situations could become logistically difficult due to several factors, to include demand, airspace closures and travel restrictions. Situations that could precipitate the University recalling travelers from a country.
- Additional risks include, but are not limited to, minor and major physical injuries, emotional and psychological injuries inflicted by others and catastrophic injuries resulting in paralysis or death.
- There may be additional safety, security, and health factors that have not been brought to your attention by Columbia University. You are responsible for fully investigating the risks unique to your travel location(s).

Traveler Signature

Date

REQUIRED INFORMATION

Students, Officers of Administration or Support Staff traveler traveling to High and/or Extreme Travel Risk locations, and **ALL** University affiliates traveling to locations with a CU Travel Restriction must complete the following with this request for travel approval:

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. Please attach any Travel Preparedness Plans or Risk Mitigation Plans to your submission.

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

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/>
-

SUBMISSION – END HERE

Once you have completed this form, up to this point, submit to Global Risk, Safety, and Operations (GRSO) at grso@columbia.edu. GRSO will facilitate the obtaining of appropriate review on the traveler's behalf.