

Petition – Higher Risk Travel Destination

Form Instructions

You should use this form to document the necessary certification for travel to a destination requiring a petition under Rutgers University Sponsored International Travel Policy. Once completed, this form should be submitted as soon as possible and within 45 days of a proposed departure date.

For questions regarding this form or the certification process, contact Global Travel Safety & Security - globalsafety@rutgers.edu.

SECTION 1: Traveler & Destination Details

Traveler Details

Family/Last Name

Given/First Name

Email

Phone number

Country of Citizenship

U.S. Immigration Status if not a U.S. Citizen

Affiliation

Destination Details

Primary Destination: City, County

From – To

Secondary Destination: City, County

From – To

Additional Destination: City, County

From – To

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

SECTION 2: Statement of Purpose

Please provide a statement that describes the purpose of your travel, including the expected results or benefits to you and/or the University. Please also describe any possible alternatives to your travel that might provide the same kind of results or benefits. Feel free to attach additional sheets, as needed.

Section 3: Statement of Risk & Mitigations

After reviewing destination risk materials posted online for the destination(s) you listed above, please summarize the key risks to you posed by conditions in the destination(s), as you understand them.

Please then discuss how you propose to mitigate those risks during your trip, whether through your abilities and experience, training, or other specific measures you will take. There is no need to mention the University's standard support for all of our international travelers. Feel free to attach additional sheets, as needed.

Section 4: Traveler Attestation

Initial all statements and sign where indicated.

My travel is feasible because all of the following are true:

- My passport is valid for travel to my proposed destination(s) for more than 3 months beyond my return date.
- My travel is allowed under U.S. laws and regulations, including export control regulations and applicable sanctions.
- My travel is allowable under and can be performed in full compliance with the laws and regulations of the destination, including but not limited to those dealing with immigration, customs, and taxation.
- I can enter my destination(s) without having to submit to any government-imposed restrictions on my freedom of movement, other than a quarantine lasting ten days or less that is completed in a location of my choosing.
- My destination(s) is/are not subject to any local or national-level “stay-at-home,” lockdown, martial law or other order(s) that prevents freedom of movement, other than overnight curfews lasting no more than 10 hours.

My travel is University-related because (check all that apply):

- The costs of the trip are covered to any extent by funds that a University entity has the discretion to pay or not to pay.
- The University benefits in any way from my making this trip.
- If I had no relationship with the University, I would not or could not take this specific trip for the purpose listed above.

Section 5: Signatures

I have reviewed the destination risk materials available online and believe that the benefits or results of this trip justify the risks identified to me. I am satisfied that I understand the risks underlying the risk category of my destination(s), and I have had the opportunity to have GTS&S answer any of my questions.

I believe that my travel is vital to the University's teaching, learning, research, and/or service missions, or is for a vital student experience that cannot be replicated remotely.

I have made a good-faith effort to identify alternatives to traveling that would provide the same kind of benefits or results.

I am willing to take this trip to accomplish its purpose, knowing the risks I am likely to face and taking the risk mitigations I have listed above.

X

Signature of Traveler

Section 6: Risk Certification

GTS&S has reviewed all information in this petition and obtained any additional information required from the traveler to certify the risks and mitigations. Based on the purpose and travelers understanding of the risks, the benefits of this travel justify the risk and the risks are mitigated to an acceptable level.

GTS&S comments, if any

X
