



**Individual Faculty/Staff Travel Request for Exception to University International Travel Policy**  
**University sponsored travel is not supported to countries with an overall DOS Travel Advisory Level 3: Reconsider Travel or Level 4: Do Not Travel unless the Provost grants an exception. For more information please visit:**  
<https://www.scu.edu/globalengagement/international-travel-for-facultystaff/university-international-travel-policy/>

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Last, First Middle Initial*

SCU Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed country/area(s) with Level 3 or 4 DOS Advisory Level:

Proposed Travel Dates:

**Please respond to the points, below:**

1. Please describe your proposed travel: Where would you go? Where would you stay? How would you access local transportation and resources? With whom would you be meeting? Would you be traveling with other US colleagues? If so, from which US universities?
2. Is this travel essential at this particular moment? Can it be deferred? Can your work progress without necessitating that you be there on the ground?
3. What alternatives to traveling to this country/area at this time might exist? Can other approaches be adopted that would allow the proposed work to move forward?
4. Describe your personal experience with the country/region, including local contacts.
5. Specifically address the DOS Travel Advisory - what steps would you take to mitigate health and safety risks articulated in the Advisory?
6. Describe your language proficiency in the local language, e.g., native speaker, bi-lingual, advanced, intermediate, beginning, no background.
7. I understand that if an exception to university policy is granted that approval is contingent upon the current state of affairs in the country/area and the University reserves the right to alter the decision at any time should conditions change.

Yes No