

International Travel Oversight Committee

University-Sponsored International Travel Petition for Exception Process

Overview

This guidance outlines the petition for exception process for faculty, staff, post-docs, and graduate/professional students to pursue university-sponsored international travel. This policy is only operative if there are no interim policies that suspend, restrict, or prohibit international travel in place, such as a mandate from the Chancellor.

Interim Amendments to the University International Travel Policy

See the full University International Travel Policy [here](#).

All university-sponsored and supported international travel must be approved through the petition for exception process through at least December 31, 2020, regardless of travel suspension conditions.

Petition for exception forms must be submitted to the ITOC at least four (4) weeks prior to departure.

Travel Petition Process

- 1.) The traveler's Department Chair must verify that the petitioned travel is essential and cannot be deferred. For these purposes, essential is defined as meeting one or more of the following conditions:
 - Suspension or delay will result in certain loss of grant funding, or failure to meet required completion deadlines
 - Suspension or delay will result in a breach of contract that the Office of General Counsel advises cannot be avoided
 - Suspension or delay will cause significant damage with an institutional partner
 - Suspension or delay will result in loss of an important academic, or other institutional opportunity that is unlikely to occur again in the foreseeable future
- 2.) The traveler must submit a petition to itoc@wustl.edu. Due to the continued uncertainty in the travel landscape, the ITOC recommends that the traveler submit this travel petition before confirming any non-refundable arrangements, such as flights, hotel accommodations, etc.

The travel petition will include traveler details (university affiliation, destination, country of permanent home residence), explanation of the trip's purpose, and description of local resources.

- 3.) The ITOC Executive Body will review the travel petition. Of note, the ITOC Executive Body will not review any petitions before a Department Chair has verified that the trip is essential. The ITOC Executive Body's review will consider indicators including, but not limited to:

Host Country-Specific Indicators

- U.S. Department of State travel advisory level
- Centers for Disease Control travel health notice level, if applicable
- International SOS risk rating
- U.S. Embassy operational status
- Border conditions with neighboring countries

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- Entry quarantine requirements for visitors
- In-country restrictions on businesses, movement, etc.
- Reports of xenophobic violence/aggression towards foreigners

Healthcare Indicators

- Number of new cases/day
- Guidance from the WUSM Infectious Disease Team

Domestic Indicators

- Flight availability
- Re-entry quarantine requirements for visitors
- Local conditions (R0 value)
- St. Louis movement restrictions (stay-at-home orders)

Not all indicators will be equally available for every destination. The ITOC Executive Body will use its discretion to solely assess inputs from reputable and professional sources. Where possible, the Executive Body will choose one source per indicator to maximize consistency.

- 4.) Upon review, the ITOC Executive Body will deliver a recommendation. If the ITOC Executive Body does not recommend a trip proceed, or that it should proceed only if certain conditions are met, they will notify the Dean and the Provost to discuss the concerns and to inform the Dean's ultimate decision.
- 5.) Upon approval, travelers must enter all itinerary details into the university's travel registry, MyTrips, and complete the Pre-Travel Checklist. For assistance, travelers should contact mytrips@wustl.edu.

Additional notes

Approved trips are subject to a reversal in recommendation if conditions change as the departure date approaches. If this occurs, travelers can request that the institution pays for non-refundable costs.

Travelers will receive pre-departure materials prior to their trip and return-from-travel materials several days prior to their return.

This interim policy does not override any school or department restrictions on travel.

Please contact itoc@wustl.edu with any questions.