

COVID-19 Travel Request

Individual Traveler

Please complete the items below and submit all documents to travelsafety@pobox.upenn.edu for review.

Traveler Name:	Penn ID:
Department/College:	Email:
Location/s to be visited:	Exact Dates of Travel (mm/dd/yy):
Urgent and Essential Nature of Travel:	

You will receive a response within two weeks with either a final decision or a request for further information.

We strongly advise you not to confirm your travel arrangements prior to receiving approval. The safety of the Penn Community is a priority. The committee will continue to monitor locations where travel approval has been granted. In the event the risk rating changes and/or the travel environment deteriorates, we reserve the right to rescind approval or revise the conditions of travel.

This travel is: Domestic International

Please Check: Faculty Staff Postdoc

- 1. Itinerary:** Please provide any details of your itinerary, including nature of events or activities with which you will be involved. Pertinent details include number of event participants, transportation, and accommodation specifics.

- 2. Explanation of Travel:** Your compelling academic or business-related reasoning for an exception to the travel policy. Please describe, in detail, why this travel cannot be conducted in your current location, virtually, or at a later date.

3. How would quarantine for 14-21 days impact your responsibilities at Penn?

4. By checking this box, you acknowledge full responsible for missed class/work in the event you cannot get back to Penn for any reason related to this travel.

Required approval by:

The signatures below need not endorse the safety of traveling to this location but rather confirm the academic value of the proposed trip and that this experience/research/work cannot be performed remotely or at a later date.

Department Chair

School Dean

Concur Travel Approver
