

**International Restricted Travel Appeal**

**PIC-Supported Faculty-led Programs**

**Overview and Rationale**

As part of the University’s efforts to manage health, safety and security risks for students, faculty and staff, all proposed university travel to countries with increased safety, crime, health, or other risk factors must complete a travel appeal process. An appeal will be required for travel to any country listed by the U.S. Department of State as Level 3 (*Reconsider Travel)* or Level 4 (*Do Not Travel)*. Under some circumstances, an appeal will also be required for travel to a country designated as Level 1 or Level 2, such as when a recent natural disaster, recent outbreaks of contagious disease, or heightened political tensions cause increased risk.

**Appeal Process**

1. Faculty member submits the completed Restricted Travel Appeal form and a copy of the approved program proposal to the International Risk Assessment Committee (IRAC).
2. IRAC reviews each appeal on a case-by-case basis, with a particular focus on the health and safety of all participants and the feasibility of contingency plans.
3. IRAC provides the Provost and Appointing Officer with a brief report outlining any concerns and making a recommendation related to the proposed travel

**APPEAL FORM**

Please provide complete responses to all of the questions and prompts below. ***If you do not have information on any particular question, please indicate that you do not know*.**

1. Please attach a copy of the program proposal approved by the IEC and your Appointing Officer.
2. Provide the following information for the proposed travel:

|  |  |
| --- | --- |
| **Country or Countries** |  |
| **Dates of Travel** |  |
| **Program Leader(s) Name** |  |
| **Home Department** |  |
| **Estimate on # of participants** |  |

1. Describe your experience with the host country/countries.
2. Please carefully review the information for the countries you will be visiting on the CDC, U.S. Department of State, International SOS, and OSAC Country Security reports websites, and use the information to address the points in the table below. Be sure to address all relevant concerns, including **weather and geologic risks** (e.g., tsunami risk, hurricanes, typhoons, earthquakes); **health-related risks** (e.g., infectious disease, malaria, typhoid); and **political risks** (e.g., upcoming elections, heightened conflicts).

**Insert the travel risk ratings below.**

|  |  |  |  |
| --- | --- | --- | --- |
| Travel Advisory Organization | Risk Level | Specific concerns related to the elevated risk level | \*Measures you will take to mitigate the specific risk(s) |
| [CDC](https://www.cdc.gov/) (levels 1-4) |  |  |  |
| [US Dept of State](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) (levels 1-4) |  |  |  |
| [International SOS](file:///%5C%5Coffice.ads.gvsu.edu%5Cdfs%5CInternational-Affairs-Private%5CHAMBLETR%5CMyData%5CMy%20Documents%5CChubb-ISOS%5CISOS%202022%20Information%5CGrand%20Valley%20Membership%20Card.pdf) (low, medium, high, extreme) |  |  |  |
| [OSAC](https://www.osac.gov/Content/Browse/Report?subContentTypes=Country%20Security%20Report)Country Security Report |  |  |  |

\*Mitigating measures might include avoiding travel to certain neighborhoods in a higher risk area, using only specific means of transportation, encouraging mitigation strategies such as wearing long sleeves in areas at risk for malaria or other insect-borne diseases, provide training for participants on how to respond during an earthquake, providing advice on foods to avoid to limit exposure to food-borne illness, etc.

**Contact International SOS and speak with a security expert for the country where the program will take place**. Include details on the advice provided by ISOS and mitigation strategies you will put in place.

1. What is the compelling academic reason why this travel must take place at this location, despite the current risks? Could this coursework be completed at another location that poses less risk?
2. Is the Embassy or Consulate nearest to your destination open with full services available? If the Embassy or Consulate is not open or has limited services available, please provide details.
3. Describe the contingency plan if something happens to the faculty leader while abroad? What are the options for ensuring program continuity?
4. Provide information on the in-country support that will be available to the program, including the host organization’s experience and expertise in crisis management.
5. Address the potential financial implications to the participants and/or the University of a necessary last-minute cancellation of the program.
6. Describe the refund policies for the major in-country expenses that must be pre-paid?
	1. Housing?
	2. Transportation services
	3. Hosting organization
	4. Airfare
	5. Other