TRAVEL EXCEPTION REQUEST

It is university policy and practice to suspend all travel in a time of epidemic/pandemic. Any faculty member requesting an exception must first get approval from Dean and Chair of the faculty member’s school. Staff members must get approval from their Vice President or Senior Vice President. A student travel exception request would require approval from the faculty member for whom the travel is undertaken and from the Chair and Dean of the department for which the travel is undertaken.

After these approvals, the traveler must also request an exception from the University Risk Manager in consultation with the Vice Provost for Global-Local Initiatives.

INFORMATION NEEDED:

Travel destination(s):___________________________________________________

What is the purpose of the travel (i.e. research, conference, etc.)_________________
_______________________________________________________

What is the current State Department travel advisory warning level for this location:_______

What is the current CDC travel advisory warning level for this location:_______

What is the traveler’s vaccination status:   Yes___No_____

Does the travel support the university’s mission and goals:   Yes_____  No_____
If yes, please describe how:______________________________________________
_______________________________________________________________

Can the goal of the travel be accomplished without the travel:  Yes_____  No_____   

Can the travel be postponed to a later date:       Yes_____  No_____

Are there adverse consequences to the university if the travel is not undertaken:   Yes____
No_____   
If so, what are the consequences:______________________________________________
______________________________________________________________________

The LMU Travel Safety policy can be found at this link:____________________
Please review it carefully before undertaking any travel.