



Petition Form for Travel to a High-Risk Destination: Employees

Faculty and Staff planning to conduct university-sponsored travel to a high-risk destination due to COVID-19 and other risks such as crime, terrorism, or civil unrest, etc. should complete this form and submit it to their University Senior Representative for review.

Oregon State University's [International Travel Policy](#) defines a high-risk destination as:
Countries, regions, or cities under a

[U.S. Department of State Level 3 or 4 Travel Advisory](#) – OR -
a [Centers for Disease Control and Prevention \(CDC\) Level 3 or 4 Warning](#).

As of June 2022, most destinations have a CDC level 3 High for COVID designation.

In certain circumstances, the University may also apply the "High-Risk" designation to a location that poses a specific health or safety concern.

- Please a) complete this form, b) secure approval from your Senior Administrator (ie. College Dean) and c) send to international.travel@oregonstate.edu
- In addition, complete [OSU's International Travel Registry](#), if you have not done so already.

Traveler and Itinerary Details

Traveler's Name	
Travel Dates	
Destination Cities and Countries	
Host Institution or Organization (if any)	
Home Department	

Purpose, Value, and Opportunity of Proposed Educational Travel

Describe the purpose, learning objectives, research goals, or professional work-related experience, and other relevant educational, professional, or personal goals of the proposed travel.

Other Risks, Hazards and Concerns identified by [U.S. DOS Travel Advisories](#)

Risk Indicators

Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

C – Crime: Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.

T – Terrorism: Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.

U – Civil Unrest: Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

H – Health: Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a CDC - Centers for Disease Control Travel Notice may also be a factor.

N - Natural Disaster: A natural disaster, or its aftermath, poses danger.

E - Time-limited Event: Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.

O – Other: There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

K – Kidnapping or Hostage Taking: Criminal or terrorist individuals or groups have threatened to and/or have seized or detained and threatened to kill, injure or continue to detain individuals in order to compel a third party (including a governmental organization) to do or abstain from doing something as a condition of release.

<p>List any Primary Risks, Hazards and Concerns currently indicated for your proposed location.</p>	<p>Describe your plans to mitigate these risks. Describe any precaution and safety steps you plan to take pre-departure and while in your proposed location.</p>
<p><Enter Risk here></p>	<p><Enter your mitigation plans here></p>
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Information and Considerations

Describe any other considerations, resources, precautionary steps, trainings, certifications and/or personal experience that could help to avoid and mitigate the health and safety risks: e.g., quality of emergency services at location(s), experience at location, on-site support, certifications and expertise of yourself and partners; services provided by host organization, such as escort, food and lodging; first aid certifications / medical training; rigorous pre-departure orientations, etc

What is your proficiency level of the primary official language at the destination(s)?

- 1) None
- 2) Beginner
- 3) Intermediate
- 4) Advanced
- 5) Native Speaker

Provide the name, phone number, e-mail address, and position title for your emergency contacts:

Emergency Contact (in the U.S.) While you are Abroad	
Emergency Contact Abroad (On-Site Staff)	

Traveler's Name	
Traveler's Signature:	
Date:	

Required Endorsement:

By signing below, the approval authority certifies that the value of the proposed educational experience justifies the safety concerns and the traveler has done due diligence to prepare and mitigate the travel risks.

University Senior Administrator*:	
Signature:	
Date:	

*Senior administrators are defined as members of the President's Cabinet, Provost's Council of Deans, and/or Provost's Senior Leadership Team.