| **PART I: TRAVELER** | | | | | |
| --- | --- | --- | --- | --- | --- |
| First Name & Last Name |  | Email | |  | |
| Phone |  | TC Department/Center | |  | |
| TC Program |  | Faculty Advisor/PI | |  | |
| **PART II: EMERGENCY CONTACT** | | | | | |
| U.S. Emergency Contact |  | Email | | Phone | |
| Local Emergency Contact |  | Email | | Phone | |
| **PART III: TRAVEL PURPOSE & LOCATION** | | | | | |
| Purpose |  | Purpose Explanation  (E.g., name of conference, type of research, etc.) | |  | |
| Country |  | City/Town | |  | |
| Itinerary Form  (Please attach) |  | Emergency Contact Form  (Please attach) | |  | |
| **PART IV: RISK ASSESSMENT** | | | | | |
| Please review the U.S. Department of State [guidance](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) for your target country. | | | | | |
| What is the travel advisory level? | | Level 3 (Reconsider Travel) | | Level 4 (Do Not Travel) | |
| 1. Provide the U.S. State Department’s justification for this advisory level. | |  | | | |
| 1. Does the advisory level/warning apply to the area of the country that you plan to visit? | | Yes | No | | I Don’t Know |
| 1. Briefly explain how you plan to mitigate these risks. You can also use this space to provide more information (e.g., additional locations, more detailed explanation of the purpose, etc.) about your trip. | | | | | |
|  | | | | | |

| **PART V: ROUTING** | |
| --- | --- |
| Travelers are expected to review the Teachers College (TC) [policy on international travel](https://www.tc.columbia.edu/controller/risk-management/international-travel/#tab-10383837). If travel is related to research/IRB, travelers must also review the [Research Compliance and Safety Committee](https://www.tc.columbia.edu/preparedness/campus-life-during-covid-19/research-compliance-and-safety/) policies and procedures.  TC will not approve\* work/research-related travel for areas where a condition, including a natural disaster or its aftermath, pose an imminent danger; or to a [country](https://www.tc.columbia.edu/media/administration/risk-management/Zone-A-List_IH.pdf) prohibited by the College’s insurance company. In addition, TC strongly discourages travel to countries or cities that have high levels of civil unrest, terrorism, crime, or extreme health risks. Such travel will be reviewed on a case-by-case basis. Please review the guidance from the [U.S. Department of State](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/), [Centers for Disease Control and Prevention](https://wwwnc.cdc.gov/travel/notices/), [Office of Foreign Assets and Control](https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information) for your target country. All travelers are strongly encouraged to register their trip with the Office of Risk Management and Columbia University Global Travel ([ISOS MyTrips](https://globaltravel.columbia.edu/content/isos-mytrips)).  \*Travel to level 3 and 4 countries must be approved by your Department Chair and the Director of Global Engagement. | |
| **SIGNEE** | **SIGNATURE** |
| Traveler |  |
| Department Chair |  |
| Risk Manager |  |
| Director of Global Engagement |  |