**International Travel Warning Petition for Faculty and Staff**

 **Instructions:**

The UT Provost’s Office requires that all faculty/staff traveling to locations under a US State Department Travel Advisory Level 3 or 4 and/or Centers for Disease Control and Prevention (CDC) Level 3 Warning complete the follow additional questionnaire for review by the International Risk Management Committee. If faculty/staff are requesting permission to take students, CDC level 2 alerts should also be taken into consideration.

Please note: Travel requests to these destinations are carefully reviewed and considered, and not all petitions are approved. You must provide detailed plans for safety and security to receive a favorable review by the International Risk Management Committee. The committee reserves the right to request additional information from an applicant.

Please email your completed responses to the Center for Global Engagement, itr@utk.edu.

If requesting permission for a group of students/faculty/staff, please include all participants’ names. One questionnaire can be completed for the group; however, each individual will be required to complete separate international travel registrations if the travel petition is approved. Travel should not commence until the petition has been reviewed and approved.

1. By completing the following questions, you agree that you understand all travel advisories issued by the U.S. Department of State and/or CDC and travel knowingly and voluntarily.

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Print Signature

1. Please list the names of all students/faculty/staff who seek to participate in this proposed trip.
2. What in-country experience do you have?
3. Please provide a detailed description of the event, conference/workshop, fieldwork, research, etc. Include all information such as websites, contact information, brochures and descriptions of the organization.
4. Please provide accommodation/lodging name, complete address and phone number.
5. Please provide a detailed itinerary of your time in-country.

1. If work/business site and accommodation/lodging are not the same, please provide the method(s) of transportation you will use in-country.
2. If requesting permission for students to accompany you (graduate or undergraduate), please explain what information and/or orientation have been/will be provided before departure and on the ground related to the additional risks described in the travel warnings or alerts.
3. One in-country emergency contact person is required in your International Travel Registration Questionnaire (Depending on the circumstances, additional contacts may be required).

**IMPORTANT NOTE:**

The International Risk Management Committee and/or the Provost reserves the right to revoke approval of petitions at any time. The changing nature of events abroad and revisions in the US State Department or Centers for Disease Control Advisories/Warnings/Alerts may require additional reviews before and during travel.