



### III. PROCESS OVERVIEW

A. The following University international travel guidelines are in alignment with CDC guidance:

1. Employee international travel:

- a. Employees may conduct University-approved international travel to any country that the CDC has designated a [COVID-19 risk level](#) 3 or lower without completing an additional risk management review process.
- b. Employees who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 4, must receive essential travel approval from their academic dean or division leader and connect with the University's International Travel Risk Analyst before departure to review plans and available resources.
- c. All employees must submit a Request in Pioneer Travel and Expense for all University-approved international travel before departure, and if funded by the University, employees must book travel through Pioneer Travel and Expense or by contacting Christopherson Business Travel directly.
- d. All employees will need to contact [risk@du.edu](mailto:risk@du.edu) to request a COVID acknowledgement form and return a signed copy two weeks before departure.

2. Student international travel:

- a. Undergraduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 1 or 2 are no longer required to submit an international travel risk petition and receive approval from the International Travel Committee and the Provost.
- b. Undergraduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 3 or 4 will need to submit an [international travel risk petition](#) and receive approval from the International Travel Committee and the Provost before departure.
- c. Graduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level](#) 3 or lower are no longer required to submit an international travel risk petition and receive approval from the International Travel Committee and the Provost.

- d. Graduate experiential travelers who wish to travel to a country that the CDC has designated a [COVID-19 risk level 4](#) will need to submit an [international travel risk petition](#) and receive approval from the

<b>Revision Effective Date</b>	<b>Purpose</b>
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