

INTERNATIONAL TRAVEL REQUEST & APPROVAL FORM

GEORGE WASHINGTON UNIVERSITY
SCHOOL OF MEDICINE AND HEALTH SCIENCES;
MEDICAL FACULTY ASSOCIATES

Effective January 2022

Please attain approval from the following before submitting to IMP.

Initials: Date:

_____ _____ **Supervisor (faculty and staff); or Advising Dean (students)**
Name: _____
Title: _____

_____ _____ **Department Chair (if different from Supervisor or Advising Dean)**
Name: _____
Title: _____

IMP will then request approval on your behalf in the following order:

_____ _____ **SMHS Finance Representative**
Name: _____
Title: _____

_____ _____ **Huda M. Ayas, EdD**
Associate Dean for International Medicine

_____ _____ **Robert H. Miller, PhD (for research-related travel only)**
Interim Vice Dean for Research and Academic Affairs

_____ _____ **Barbara L. Bass, MD**
Dean, GW School of Medicine and Health Sciences
CEO, the GW Medical Faculty Associates

Instructions

Submit the following form, **no less than two months before the intended travel**, to the Office of International Medicine Programs (IMP) via email at impinfo@gwu.edu.

Any SMHS and MFA faculty, staff, residents, and students requesting approval should forward a copy of their COVID-19 Vaccination Requirement Clearance from the GW medical portal stating their documentation was approved and is compliant with the university's requirements.

IMP will confirm receipt within two (2) business days and continue the routing process. IMP will then update the requestor with a final decision.

Part 1: Details of International Travel

Name(s) and Contact information of travelers:	Name: Email: Mobile or WhatsApp Number (while traveling):
Title(s):	_____ - Faculty _____ - Staff _____ - Student
Department:	
Principal Investigator (for research related requests):	
Destination(s):	
Dates of travel to each destination(s):	
Proposed Flight Itinerary: (include airline)	
Is travel funded internally or externally (grant, loan, etc.)?:	_____ - Internally _____ - Externally
Additional funding details (include banner code if applicable)	
Estimated cost of travel:	
Have you been, or will you be, fully vaccinated by your travel dates?	_____ - Yes _____ - No

What is the reason for your travel?

For faculty and staff - How is this travel beneficial to the GW SMHS and or MFA?

For residents and students – What academic requirements will be fulfilled by international travel?

Part 2: Risk Awareness

SMHS and MFA travelers should be aware of risks related to 1) general personal safety and 2)

the current COVID-19 pandemic. Review the following travel advisory information specific to the GW community, and your destination(s), including any layover cities outside of the US:

	Requestor Initials:
I've familiarized myself with the GW Acknowledgement of Travel Responsibilities and Limitations of Support .	
I've familiarized myself with the US Department of State's Country Information specific to my destination(s).	
I've familiarized myself with the US Department of State's Travel Advisories specific to my destination(s), including any layover cities.	
I've familiarized myself with the Centers for Disease Control and Prevention (CDC COVID-19 Travel) guidelines and recommendations for travel specific to my destination(s), including any layover cities.	
I've familiarized myself with the healthcare risk information from GeoBlue, GW's international health insurance provider. <i>Students will receive instructions to access GeoBlue via email. Faculty and staff can find instructions to access GeoBlue here.</i>	

Part 3: Risk Mitigation

A. COVID-19 Specific Considerations - Based on the above advisories and information, please answer the following:

Are there restrictions placed on travel into the country? E.g., rapid testing, temperature checks, nationality restrictions, prior travel restrictions, etc.

Are there restrictions placed on travel returning to the US from the country?

When were the last active cases of COVID-19 reported according to the WHO/CDC? Include all destinations and any layover cities.

Does the destination have readily accessible testing capacity on-site?

Does the local health system have the capacity and supplies to care for patients? (What is

the availability of ICUs, physician density, ambulatory care, etc.?) Refer to [World Bank Open Data](#)

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B. General Risks: To Level 3 or Level 4 (US Dept. of State) Countries

Due to GW policy, requests for travel to destinations with a Level 4 (Do Not Travel) advisory from the US Department of State require additional consideration for approval. Any faculty, staff, or students returning to their country of citizenship will not be prohibited from international travel, even if some university-related activities occur while in that country.

If the destination has a Level 3 or Level 4 US Department of State travel advisory (reconsider travel), provide additional information below:

Travel Activities for Level 3 and Level 4 Destinations

In-country emergency contact information	Name: Title/Relationship: Mobile or WhatsApp Number:
In-country accommodation: <i>Include contact information, location, and website if available</i>	
In-country transportation method: <i>If using a rental or charter company, including contact information and website if available</i>	
List any potential clinical or research activities, site visits, meetings, etc. <i>If possible, attach a schedule of SMHS/MFA-related activities.</i>	