

ESSENTIAL INTERNATIONAL TRAVEL REQUEST & APPROVAL FORM
SCHOOL OF MEDICINE AND HEALTH SCIENCES
GW MEDICAL FACULTY ASSOCIATES

Updated October 2020

Please attain approvals in the following order:

Initials:

Date:

_____ _____ **Department Chair**
Name: _____
Title: _____

_____ _____ **SMHS Finance Director**
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 information to the Office of International Medicine Programs (IMP) via impinfo@gwu.edu. IMP will confirm receipt within two (2) business days and approve requests when all necessary information related to the essential travel is provided. IMP will share the **Request & Approval Form** with SMHS Finance before sharing with the SMHS Dean or Interim Vice Dean for Research and Academic Affairs for final approval of essential travel. IMP will then update the SMHS or MFA community member with a final decision.

All SMHS and MFA travelers are required to update any changes to their approved essential travel plan before and during travel, for further review and approval.

Part 1: Details for Essential International Travel

Requestor Name(s):	
Title(s):	
Department:	
Principal Investigator (<i>for research related requests</i>):	
Essential Destination(s):	
Dates of travel to each destination(s):	
Proposed Flight Itinerary:	
Funding source for travel (<i>include Banner code, if applicable</i>):	
Estimated cost of travel:	

How does your requested travel meet the [GW interim policy definitions of essential travel?](#)

Part 2: Risk Awareness

Essential travelers should be aware of risks as they relate 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 have familiarized myself with the GW Acknowledgement of Travel Responsibilities and Limitations of Support .	
I have familiarized myself with the US Department of State’s Country Information specific to my destination(s).	
I have familiarized myself with the US Department of State’s Travel Advisories specific to my destination(s), including any layover cities.	
I have 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 have familiarized myself with risk advisory information related to healthcare services on GeoBlue, GW’s international health insurance provider. <i>Students will receive instructions to access GeoBlue via email. Faculty and staff instructions to access GeoBlue can be found 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 U.S. 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?

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Does the local health system have the capacity and supplies to care for patients? (What is the availability of ventilators, ICU's, physician density, ambulatory care, etc?)

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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 U.S. Department of State will not be considered for approval. However, if any faculty, staff, or students are returning to their country of citizenship, they will not be prohibited from international travel, even if some university-related activities might be carried out while in that country.

If destination has a Level 3 travel advisory (reconsider travel), provide additional information below. Any travelers participating in approved travel to a Level 3 destination must undergo an additional safety and security briefing via IMP prior to travel.

Essential Travel Activities for Level 3 Destinations

In-country contact information	
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, include contact information and website if available</i>	
List any potential clinical or research activities, site visits, meetings, etc. <i>If possible, attach an agenda of essential activities.</i>	