

Travel Advisory Levels

Overview

NWU-sponsored travel to destinations listed as “Level 4: Do Not Travel” by the U.S. Department of State is strictly prohibited by NWU policy. All travelers must present a compelling rationale to travel to international destinations classified as either:

- A U.S. Department of State (DOS) Travel Advisory Level 3.
- A U.S. Department of State (DOS) Travel Advisory Level 4 due to medical/health advisories only. (If there are additional reasons for the Level 4 Travel Advisory, no petition will be accepted for review.)
- U.S. Department of State (DOS) Travel Advisory Level:
 - Level 1 — Exercise Normal Precautions
 - Level 2 — Exercise Increased Caution
 - Level 3 — Reconsider Travel
 - Level 4 — Do Not Travel

Rationale for Travel

The rationale must specifically address the U.S. Department of State’s Travel Advisory information, including any special notes about specific sites within the country that may be listed at a different level than the overall advisory level. For instance, indicate where the program will happen in relation to the areas named in the advisory and what measures will be in place for safety and risk management.

Faculty, staff, and students who wish to undertake university-related international travel must complete this petition prior to travel. Additionally, faculty and staff must obtain approval from their department chair (faculty) or supervisor (staff). The goal of this enhanced procedure is to support informed decision-making and practices that mitigate travel-related risks.

- No faculty, staff or student is required to travel abroad; any participation in travel is strictly voluntary and the traveler assumes responsibility for travel during this trip.
- The traveler understands that the university may be limited in its ability to provide assistance and resources in the event of a crisis.
- The university retains the right to withdraw approval and/or require the traveler to leave a high-risk location at any time.

Submission Timeline

This petition should be completed and submitted at least four to six weeks before preferred travel dates. If the traveler has already secured tickets for international travel, please note that will NOT impact the final decision.

Essential International Travel

- Essential international travel includes travel for research, teaching, or other mission critical activities. Specifically:
 - Essential travel for faculty and staff is travel that is critical to NWU-related employment, research or teaching responsibilities, recruitment, admissions testing, fund-raising, or other purpose as deemed mission-critical by the department chair (faculty) or the supervisor (staff), and cannot be postponed or conducted virtually.
 - Essential travel for students includes travel to participate in educational or experiential activities required for degree completion that cannot be postponed or conducted virtually.
 - Conference attendance, seminars, meetings and voluntary speaking experiences are considered non-essential travel for students, faculty and staff.

Preparation and Compliance

Travel Preparation

1. I have reviewed all of the following resources concerning my travel destination during the planning stages and will continue to review these resources up to my departure.
 - U.S. Department of State (DOS) Travel Advisories and country-specific information: [Link](#)
 - U.S. Embassy's web page for your destination country linked in the Travel Advisory
 - CDC Travel Notices: [Link](#)
 - International Airport Transport Association- [AITA TravelCentre](#)
 - Information from host institution and/or host program

Yes
 No

2. What is the U.S. DOS Travel Advisory Level rating for your destination?
 - Level 1: Exercise Normal Precautions
 - Level 2: Exercise Increased Caution
 - Level 3: Reconsider Travel
 - Level 4: Do Not Travel

Necessity of Travel

3. What is the purpose of the trip?

4. Explain, **in detail**, why the NWU International Education Committee should approve this petition. For example, how does this proposed trip address the university's definition of essential travel? In other words, a) why is this trip critical to your work/study/academic program; b) why can't the trip be postponed; and c) why can't it be conducted remotely?

The rationale must specifically address the U.S. Department of State's Travel Advisory information, including any special notes about specific sites within the country that may be listed at a different level than the overall advisory level. The rationale must include information on any countries or areas of the host country where the traveler will stop en route to their final destination. For instance, indicate where the program will happen in relation to the areas named in the advisory and what measures will be in place for safety and risk management. The rationale should also specifically address information from the US Embassy in the host country, all CDC guidance and AITA resource listed above in #1.

5. Have you attached or forwarded approval of this travel from your supervisor (staff), department chair (faculty), or academic advisor (students)?
- Yes
 - No
6. Have you confirmed with a host entity or institution that you will be able to conduct your activities as planned (if applicable)?
- Yes. Please see attached documentation from my host entity/institution.
 - No
 - N/A

Travel Logistics

7. From which country will you be traveling to your destination?
8. Are any stops in or visits to other countries part of this trip? If so, list those countries.

Health care

9. Have you submitted to NWU your proof of required vaccinations?
- Yes
 - No
10. Have you reviewed NWU's international insurance plan (provided by EIIA) prior to departure?
- Yes
 - No
11. Where is the nearest hospital or clinic where you can receive medical care, if needed?
12. Do you understand how to access care through EIIA's medical assistance and insurance plan? If not, please email sbarr@nebrwesleyan.edu with questions or request an appointment.
- Yes
 - No

Change in Conditions

13. If there is a sudden change in conditions and international borders suddenly close, what arrangements will you make?
14. Will you be able to complete your research/study/work remotely, if conditions warrant?
 Yes
 No
15. Are you prepared to financially manage any last-minute change of plans involving transportation and accommodations?
 Yes
 No
16. What other risks factors have you considered associated with your travel or destination and how will you mitigate those factors? (Examples might include anti-foreign sentiment, pre-existing health issues, political instability, capacity of the local health care system to provide care if you need it, impact on local vulnerable population etc.).