**UW TRAVEL REQUEST FORM FOR TRAVEL TO HEIGHTENED RISK AREAS**

1. Individual submitting request: Name, type (undergrad student, grad student, faculty, staff), title, contact info.
2. Title of Activity/Program
3. Sponsoring Department/College
4. Heightened Risk Region(s) to be visited
5. Purpose of travel (conference, present, research, recruitment, paid sabbatical, collaborative efforts/exchange, teaching, RSO activity, other)
6. Detailed Itinerary (please identify whether the entire itinerary or any portion of it is tentative and, for any tentative portions, when the itinerary will be finalized)
	1. Please provide details of your itinerary including start and end dates, flights, cities/countries to be visited, physical addresses, extracurricular activities, field trips, excursions, transportation for all travel destinations and day to day movement, food services, etc.
	2. Please provide housing and program facility details. Describe where participants will be lodged and the location of these accommodations with respect to any program sites. Include specific housing details, if possible. If using homestays, provide details on the individual/organization responsible for vetting the homestays and placing students. In addition, provide a description of any program facilities such as classrooms, lecture halls, field locations, etc. Please include security information for both housing and program facilities. Please include information about any local national who will be hired to assist you and how those local hires will be paid (for example flat fee, as a UW employee, through a local contractor, etc.)
	3. In the event of a medical emergency in any of the locations on the itinerary, describe the available medical care. How accessible is an adequate hospital, clinic or medical professional?
7. Explanation of Travel
	1. Compelling academic rationale for travel to this/these particular location/locations, and why an alternative location (that is not a heightened risk) was not chosen.
	2. Your level of familiarity with the location, including language, culture and/or coursework you have completed in preparation for travel to this location.
8. Participant Profile & Projected Enrollment
	1. Provide a profile of the expected program participants (e.g., age, student major, academic motivation, language ability, etc.) and the projected enrollment. Describe the faculty/staff accompanying the program. Clearly indicate if travelers are UW or non-UW affiliated or both (if both, the projected mix of the two types).
9. Travel Risk Awareness
	1. Review the health, safety or security risks involved with your travel and selected destinations (U.S. Department of State Travel Warnings/Alerts, CDC Travel Health Notices, other relevant warnings) and explain the steps you will take to mitigate these risks. Describe policies and measurers the program will take for mitigating the risks identified in the various warnings or any other identified risks (e.g., avoiding travel to certain neighborhoods in a city/region, using only certain types of transportation, not traveling alone after dark, etc.). Describe any protocols the program has in place for handling an emergency or crisis. If the program is working with an established sponsoring agency or partner have you obtained a copy of its risk management procedures including emergency response plans (if yes, please include a copy with this request)?
10. Contacts
	1. Contacts in Country: For each country or distinct area to be visited, please list all contacts in country including partner institutions, corporate/NGO contacts, colleagues, tour guides, drivers, relatives, friends, etc.
	2. UW Contacts: Provide information for at least one UW (preferably one or more backups) contact person. Include name, title, affiliation with program, 24-hour phone number, office phone number, and email address.
	3. US Embassy/Consulate Contacts: Provide complete contact info for the US Embassy(Embassies) or Consulate(s) nearest the program’s location(s)
	4. Participant Contacts: Address whether or not participants will be required to have a working cell phone while on the program. If so, include where the full list of participant cell phone numbers will reside and how information will be communicated to participants in an emergency. If not, address how anticipated communications challenges will be met.
11. Equipment
	1. Please identify any electronic hardware and software that will be used for the UW program and ownership of such electronic equipment (UW, personal property of participants, host entity property, etc.). Please be aware that export control laws may govern transport and use of certain items and this information may be reviewed by UW’s compliance attorney.