

Brandeis University

Summer 2021 Undergraduate Travel Request Form

Thank you for your interest in participating in university-sponsored travel. Please confirm that you have fully reviewed the University Travel Policy, which is attached to this form, and can be found here: <https://www.brandeis.edu/covid-19/policies/travel.html>.

⇒ **Please initial here to confirm:**

The next step in the travel approval process is for you to complete your university travel waiver here: https://brandeis.qualtrics.com/jfe/form/SV_56dNQSylvwSST6v4.

Finally, please complete the form below. Requests are reviewed on a rolling basis. You will receive communication either to request additional information or with a final decision within 2 weeks of submission of this form. Please feel free to reach out to deanofstudentsoffice@brandeis.edu with any questions.

Student First Name:

Student Last Name:

Student SAGE/Workday ID:

Today's Date:

Dates of Travel: -

Location of Travel:

Travel is:

Domestic

International

Amount of Travel Award:

University Department Associated with Travel Award:

Emergency Contact Name:

Emergency Contact Email:

Emergency Contact Phone Number:

Your Physical Address upon Return from Travel:

Vaccination Status - I received the following Vaccine:

Modena

Pfizer

Johnson and Johnson

Other

The date of my second dose was:

It has been at least two weeks since my second vaccine dose:

Yes

No

If you have received both doses of the vaccine, please upload your vaccine card to the Campus Passport portal, and confirm below that you have done so:

Yes, I have uploaded a copy of my card

No, I have not uploaded a copy of my card

N/A

If you are exempt from receiving the vaccine or are choosing not to take the vaccine, please feel free to share a bit about why (optional):

Please share your knowledge of the COVID protocols in the location to which you are traveling:

Protocol	Yes	No
Vaccination required:		
Masks required:		
Social Distancing required:		
Hand washing/use of sanitizer required:		

Brandeis University

Summer 2021 Travel Policy

As of May 24, 2021

As vaccines are more widely administered throughout the general population and the Brandeis community, we recognize that safer travel is possible as fully-vaccinated travelers are less likely to acquire and spread COVID-19.

Beginning June 1, university-sponsored travel may recommence under the following guidelines.

All travelers must:

- Be fully vaccinated prior to engaging in university sponsored travel.
- Wear a tight-fitting mask over their nose and mouth. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with them.
- Wash their hands often or use hand sanitizer (with at least 60% alcohol).

Domestic Travel

Brandeis community members who are fully vaccinated may engage in university sponsored travel within the United States. In accordance with CDC guidance and the Massachusetts Travel Advisory, they are not required to test or to quarantine upon return to Massachusetts. However, all Brandeis Community members who wish to come to campus must adhere to the COVID-19 testing requirements of the Brandeis Campus Passport.

International Travel

International travel poses additional risks, and even fully vaccinated travelers are at increased risk for acquiring and possibly spreading COVID-19 variants. The COVID-19 situation, including the spread of new or concerning variants differs from country to country, and careful attention must be paid to the situation at the destination before traveling.

Because of these increased risks, fully vaccinated individuals wishing to travel internationally on university sponsored travel must seek written permission from their Dean or VP prior to their travel. This includes any travel associated with one's scholarly activities as a Brandeis employee or student, even travel funded by a government grant, foundation, company or another university.

Additionally, individuals whose international travel has been approved must:

- Make sure they understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If the requirements of the destination are not followed, travelers may be denied entry and required to return to the United States.
- Continuously track the current COVID-19 situation at their destination and be prepared to cancel travel plans should public health conditions deteriorate.
- Before returning to the US, all air passengers including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

After international travel

- Get tested with a viral test 3-5 days after travel. Individuals returning from international travel may come to Brandeis to take a COVID-19 test, but must quarantine immediately after submission of their sample until a negative test result is received.
- Self-monitor for COVID-19 symptoms; isolate and get tested if symptoms appear.
- Follow all Massachusetts Travel Advisory recommendations or requirements after travel.

Unvaccinated Individuals

Individuals who are not fully vaccinated and wishing to engage in university sponsored travel must seek the permission of their Dean or VP and must quarantine away from campus until they receive a negative result from a COVID-19 test after their return.

Who is fully-vaccinated

Individuals are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen) and show no symptoms of COVID-19. Only vaccines with FDA authorization are considered acceptable under the terms of this policy.

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Instructions for Document Submission

Submit your Undergraduate Travel Request Form via email to the following address. Documents will be automatically uploaded to a secure, encrypted location: USUTR.ivw4nk9yfl1dmv5q@u.box.com.

Important notes for accurate submission:

- All submitted documents must be in either a Word or PDF (preferred) document. Attempts to send or include pictures may exceed the 50MB limit. If emailing multiple documents (generally more than four), you are advised to send multiple emails to separate big files if necessary.
- Only attachments are uploaded to our system. Any text/messages in the body of the email will not be received. You may provide us with additional information by sending an email to deanofstudentsoffice@brandeis.edu with any questions.
- To ensure confidentiality, please do not copy other email addresses. If you wish to notify or remind us of your submission, it is best to send a separate direct email without any sensitive attachments.
- Your full name should be part of each document name before attaching it to the email. Please name the Word or PDF file accordingly (e.g., *Joe Smith_Travel Request*). If you cannot merge and upload all documents as one file, please make sure to name all other supported files uploaded separately accordingly.
- Once files are uploaded successfully, you will receive a notification via email within an hour. If you do not, please check your spam/junk folder.
- Email from Microsoft Outlook is not compatible with this platform.