

To: Kurt Harris, SUU Learning Abroad Director

From:

As mandated in SUU Policy 5.30 University Authorized International Travel (sec. VII), I am writing to request your authorization for me, an SUU faculty/staff member, to travel to _____ under policy, "In any situation involving a U.S. Department of State Travel Advisory, the special conditions that caused the Level 3 or 4 notice to be issues may warrant additional or different University rules and responses. In such a case, the International Travel Emergency Management Team has the authority to establish such rules and responses in consultation with others as deemed appropriate under the circumstances." For the purpose of _____, I am intending to travel to _____, currently listed as Level 4 on the USDOS Travel Advisory.

In accordance with the rules and responses mandated by the International Travel Emergency Management Team, faculty/staff travel to a country(ies) or region under a USDOD Level 4 travel advisory "Do not travel to [Country] due to COVID-19" and not authorized by the Office of Learning Abroad may be permitted with the authorization of the University president in consult with the Chair of the SUU Board of Trustees. I acknowledge that by submitting this letter, the Office of Learning Abroad will request permission from the University president and Chair of the SUU Board on my behalf.

I will be traveling from _____ to _____ 20____. I will sign an Informed Consent (Waiver of Liability) Form and certify that I will follow all COVID-19 related laws, guidelines, recommendations, and restrictions issued by SUU, the government of _____, and any local jurisdictions where I will be traveling.

Sincerely,

X _____

Signature of Faculty/Staff Participant

X _____

Kurt Harris
Director of Learning Abroad