

College of Agriculture
International Travel Waiver Request Form
(Revised 2/4/22)

Graduate students who plan to travel internationally are required to complete this form and email the completed form to **Shelly Gamble (smyers2@purdue.edu)**. The completed form will then be routed through DocuSign to obtain approvals from Department Head, Business Offices, and Associate Dean, Jerry Shively. This form must be attached to the travel request in Concur. Each request for travel, whether for multiple individuals or multiple trips, must be accompanied by a copy of this form for each trip and traveler. Note: *prior to final approval* all graduate students will be interviewed by associate dean to ensure they understand their responsibilities and potential risks.

1. Submission date

2. Full name of traveler

3. Email address

4. Classification (Faculty, Post-Doc, Grad Student, Other)

5. Department

6. Destination

7. Specific Dates (departure and return) of proposed travel

8. Traveler's contact information while abroad (e.g. cell, WhatsApp, etc.)

9. Supervisor's name

10. Source of funds for travel/support while abroad

11. Brief description of the primary activities to be undertaken while abroad

12. Brief explanation of what makes travel essential at this time. Indicate why the activity cannot be postponed or why options for remote or at-a-distance methods (e.g. zoom collaborations, locally-supervised surveys, etc.) are not feasible.

13. Describe the current Covid-19 situation at the destination/research site. What steps will be taken to ensure social distancing and protection against possible Covid-19 infection?

14. List current quarantine requirements (if any) upon arrival for each location that you plan to visit. How will quarantine be managed, if applicable?

15. Describe housing parameters (location, sleeping arrangements, ability to self-isolate, etc.).

16. Describe plans for any in-country travel (e.g. vehicles, parameters, social distancing).

17. Who are the local collaborators for the activity? Please provide the name and contact information for the primary in-country contact.

18. What kind of support will be in place in the event of sickness or change in conditions? Indicate sources of medical care in the destination country in case it is needed (e.g. location for testing, available hospital facilities, quality of care).

19. How will financial costs be covered if self-quarantine or self-isolation are required?

20. What is the traveler's citizenship? For non-US citizens, are there any potential re-entry complications (e.g. regarding visa)?

21. If re-entry to the US is delayed, what arrangements will the project or home department make to ensure the safety, support, and well-being of the traveler while abroad?

22. What plans are in place if quarantine is required upon return to the US?

Reviewed and approved for travel:

Department/Unit Head

Matt Clawson, Director of Financial Affairs

Gerald Shively, Associate Dean

[phone interview with traveler completed on: _____]