

**Wheaton College Faculty/Staff Petition**  
**to Travel to a Country with a Travel Advisory**

*Wheaton College's policy is that in most cases faculty and staff may not travel to a country for which there is a current U.S. government travel advisory of level 3-4. This applies to travel related to college business or when using college funds.*

*Faculty and staff seeking an exception to this policy must submit a request (in advance of their travel) to the college's International Risk Management Committee.*

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Name:

Level of Travel Advisory per the US Department of State:

Destination:(City/Country):

Reason for Travel:

Dates of Travel:

Citizenship:

Host:(Institution/Organization):

On a separate sheet, please provide the following information:

1. Project Overview: Please give a brief description of your proposed plan. Include details about the purpose of your trip, what you will be doing, why, and where. Please indicate how far you will travel from your residence in-country to your study/work site on a daily basis.
2. Living Arrangements: Please discuss below where you will live and with whom. Who has organized housing for you? If you have arranged for housing yourself, how have you done so?
3. Travel Arrangements: How will you arrive at your destination? Do you plan to take any excursions outside of your host city? If so, please describe where you plan to go, how, with whom and where you plan to stay.
4. Safety Precautions: What plans and precautions have you made to ensure your personal safety during your travels? What safety measures/crisis management protocols have been instituted by your host university or organization? Please be specific.

5. Risks: What is your understanding of the major risks involved in traveling to the region in question? How have you educated yourself about the issues relating to safety in this region? Why do you believe that, despite these risks, you should be allowed to travel there?
6. Health/Mental Health Resources: What provisions are in place for a medical emergency? Where is the nearest clinic or hospital recommended for foreigners? How did you get this recommendation? Have you contacted your health insurance carrier to confirm coverage while in this country?
7. Previous Travel: Please include information about any previous travel to the host region as well as any other experience living or traveling in a foreign country.
8. A copy of the most recent travel advisory from the U.S. Department of State website for the country should be attached.