

INFORMATION REQUIRED TO CONSIDER A TRAVEL EXCEPTION

1. *Location* of travel (country, cities)
2. *Purpose* of travel (this section should include whether research, a conference, or other purposes, and include why this event or activity is critical to the faculty member's position and assignment)
3. *Dates* of travel (this helps us look at national holidays, remembrance days, etc., that might cause additional concern)
4. *Hosts* in country (agencies or individuals and their connections)
5. *Lodging* in country (hotel, guest house, etc., by name)
6. In-country *Transport* (what kind, going from where to where, with whom)
7. Previous in-country *Experience* (if any)
8. *Endorsement* by the Department Chair and Dean (the endorsement should include why the travel is important/critical to the faculty member's assignment, an assessment of the quality of the conference or research connections, etc. This is more than saying "I approve.")
9. *Internship* that are approved by departments must go through Kennedy Center (to assure compliance with internship policies and obtain safety briefings on the specific location; and provide University with contact information for student in case emergency contact is necessary). Students must work with Aaron Rose (ISP Office) and with their Departments. Aaron will notify Sandra when everything is set up and cleared, and Sandra will clear the ticket purchase.

Upon receipt of the above information, the International Vice President will conduct an evaluation of the request in consultation with key university administrators. The process for evaluating a request for an exception can take up to two or three weeks due to individual schedules. On occasion, approval for an exception may be contingent upon certain conditions or restrictions.