

# Travel Exception Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Email Address \_\_\_\_\_ Best Contact Number \_\_\_\_\_

Department \_\_\_\_\_ College/Division \_\_\_\_\_

Current Status: Graduate Student Postdoctoral Faculty/Staff Other \_\_\_\_\_

Proposed travel: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Proposed travel: Domestic International

Proposed travel destination(s): City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Reason for travel: Conference/professional Education Research Instruction/Academic Work

Extension Other (please describe) \_\_\_\_\_

Transportation Mode: Personal Vehicle Rented vehicle (commercial) Reserved vehicle (state)

Air Travel Train Other (describe) \_\_\_\_\_

Explanation and justification for travel exception: \_\_\_\_\_

Impact or alternate plan if exception is not approved: \_\_\_\_\_

Source of Funding: Gift External Entity/Sponsor Grant Departmental Funding

Other \_\_\_\_\_

Will other NC A&T student/faculty/staff travel with you: Yes No

Will personal travel be included: Yes No

Coronavirus also known as COVID-19 has been declared a universal pandemic by the World Health Organization and is impacting the USA, at a rapid pace in our cities and communities. COVID-19 is an extremely contagious virus and continues to spread through person-to-person contact. Although the university has instituted reasonable practices in an attempt to prevent the spread of COVID-19, North Carolina A&T State University does not declare that employees will never experience exposure to the COVID virus or contract any related illnesses. Undertaking travels could increase your risk of contracting COVID-19.

Your immediate obligation is to review and comply with all federal, state, or local travel restrictions or requirements related to COVID-19 that apply to your travel destination. Please review all travel guidance and advisories for your destination, including the Centers for Disease Control's "Considerations for Travelers" resource(s) at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>, prior to your travel.

The CDC, state and local health departments continuously review and update perspectives relative to the coronavirus and its impact. As a result, NC A&T reserves the right to restrict your travel if necessary to protect you and the health and safety of others.

Further, primarily based on your travel destination, and governmental order and guidance, NC A&T may restrict access to the campus community for an undetermined time following your return trip as a precautionary measure of possible COVID-19 transmission or factors.

Yes I Agree Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Chancellor or Designee: \_\_\_\_\_ Date: \_\_\_\_\_