Guidance on Columbia Summer Travel (for travel starting June 1, 2021)

**International Travel**

Below is separate guidance for Officers of Instruction and Research, and Officers of Administration. Notwithstanding this specific guidance, all travelers must ensure their travel complies with the University’s International Travel Planning Policy requirements found here: <https://globaltravel.columbia.edu/content/about-global-travel-and-international-travel-planning-policy>.

**For Officers of Instruction and Research**

* Department of State Travel Advisory **Levels 1 and 2** – The only requirement to travel to these countries is to register the trip with International SOS (ISOS):
	+ If the trip is booked using World Travel in the Concur Travel portal, registration with ISOS will occur automatically.
	+ Otherwise, officers can register here: <https://globaltravel.columbia.edu/content/isos-mytrips>. If the employee has never logged a trip with ISOS, instructions are provided on the log-in page on how to create a MyTrips Profile
* Department of State Travel Advisory **Levels 3 and 4** – All travel to level 3 and 4 countries requires the above trip registration and: 1) itinerary review by ISOS; 2) approval of the Executive Vice President for A&S; 3) approval of the Provost:
	+ Itinerary Review - a Pre-Trip Itinerary Review Form **must** be completed. The link to the form can be found here: <https://globaltravel.columbia.edu/content/isos-pre-trip-itinerary-review-form>. Upon completion (step 9), the form is sent directly to ISOS for review, with a copy to Global Travel. When ISOS completes its review, the form is returned directly to the traveler and to Global Travel.
	+ Approvals - From this point on, the Global Travel Office will shepherd the request through the approval process. Once the request is reviewed by the A&S EVP and the Provost, Global Travel will notify the traveler of the decision. A copy of that email will be sent to the Senior Business Officer (SBO) for Arts & Sciences, who will forward a copy to the DAAF and/or Business Manager.
	+ It is the responsibility of the DAAF and/or Business Manager to ensure that the trip has been fully approved prior to any reimbursement to the faculty member or approval of the trip in Concur Travel.

Approval timeline**:** Requests should be submitted prior to booking travel and at least 30 days prior to the commencement of travel. Without submitting on that timeline, your travel may not be approved in time to proceed with your planned departure date. Faculty and researchers will bear the full financial risk if travel commences and the trip is not approved. Failure to adhere to these travel restrictions will result in notification to Dean Hungerford and the respective unit head.

**For Officers of Administration**

In addition to the above requirements for Officers of Instruction and Research:

* Officer of Administration **must** complete a **Trip Waiver Form**. The link to the form can be found here: <https://globaltravel.columbia.edu/content/isos-pre-trip-itinerary-review-form>. Please email your completed form to GlobalTravel@columbia.edu.

Approval timeline**:** Requests should be submitted prior to booking travel and at least 30 days prior to the commencement of travel. Without submitting on that timeline, your travel may not be approved in time to proceed with your planned departure date. Failure to adhere to these travel restrictions will result in notification to Dean Hungerford and the respective unit head.

**Domestic Travel**

There are no Columbia-specific requirements for domestic travel for faculty, researchers or staff. Employees are expected to adhere to New York State’s and the destination state’s travel guidance.

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**For information regarding Department of State Travel Advisory Levels**, use this link and click on Country Information for your specific travel destination: https://travel.state.gov/content/travel/en/international-travel.html