

## **Guidelines for Submitting the High Risk Travel Petition**

**Submit petition at least three months prior to travel and include the following information:**

1. **Formal Petition for Travel to High Risk Destination.** Request must explain the purpose of travel and why travel to the particular location is essential to proposer's academic study or research and why the program could not be relocated to an alternative location. Requests should include the:
  - Program proposal
  - Associated syllabi
  - Anticipated credits
  - Detailed travel itinerary and dates
  - Verification of IPCC approval if a study abroad program
  - Source of any university funds to be applied to the program/travel
2. **Security Preparations and Emergency Plans:**
  - a) Provide detailed information on the security situation at the travel destination. Resources for this information should include the Department of State warnings and advisories, Overseas Security Advisory Council (OSAC) report, similar documents/warnings issued by governments of other countries such as Canada, United Kingdom and Australia, as well as sources known to faculty/researcher through their professional networks.
  - b) Explain the precautions planned to mitigate risks to participants and program. These should include a description of how students/participants will be informed about and prepared to manage any risks of travel.
  - c) Provide details of any institution or key contacts with which you are partnering. Include a list of their key personnel, contact information and their emergency protocols (if available).
  - d) Describe faculty/researchers' previous experience at the travel destination and/or leading University programs abroad.
  - e) Outline your preparations to mitigate risk and respond to potential crises (e.g., terrorist incident, epidemic, natural disaster, as well as, your plan for relocation and evacuation.
  - f) Describe your communication plan with the group (if applicable), with the University and with emergency contacts in the event of a crisis.

3. **Awareness of Circumstances:**

- a) Provide a letter from the department chair or supervisor for each faculty or staff traveler confirming a discussion regarding the risks of travel to the proposed destination and stating approval for traveler to visit the proposed destination.
- b) Faculty and students may be required to submit additional paperwork to participate in a program granted approval to travel to a high risk destination.

4. **Proof of Insurance and Release and Indemnification:** All travelers will be required to purchase the University's study abroad insurance, except when students already carry the University of Toledo's student coverage, and to sign Conditions of Participation and Release and Indemnification Agreement - for High Risk Travel.

5. **Embassy Registration:** Confirm that all travelers will register with the U.S. embassy or consulate nearest their destination prior to arrival and will keep the U.S. embassy or consulate informed of their whereabouts while at the destination. For U.S. citizens, this should be done at <http://travelregistration.state.gov/ibrs/home.asp>.