

# Heightened Risk Travel Request

**Group Trip Leader**

(To be completed by Trip Leader or designee)

Please submit your completed request form and supporting documents to [travelsafety@pobox.upenn.edu](mailto:travelsafety@pobox.upenn.edu) at least 4 weeks prior to your trip's departure date.

<b>Trip Leader Name &amp; Title:</b>			<b>Penn ID:</b>
<b>Student</b>	<b>Faculty</b>	<b>Admin</b>	<b>Email:</b>
<b>Department/College:</b>			<b># of Travelers:</b> <input type="checkbox"/> Employees <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad
<b>Heightened Risk City/Country to be Visited:</b>			<b>Trip Start Date:</b> <b>Trip End Date:</b>
<b>Program/Group Trip Name:</b>			
<b>Purpose of Travel:</b>			

## 1. Itinerary

Please provide any details of your itinerary that you are aware of to date, including all flights, cities/countries to be visited, address of accommodation(s), extracurricular activities, excursions, and modes of transportation.

A large, empty rectangular box with a thin black border, occupying the top half of the page. It is intended for the student to provide an initial response or notes.

**2. Explanation of Travel (address both points):**

- Your compelling academic rationale for travel to this particular location, and why an alternative location was not chosen.
- Your level of familiarity with the location, including language, culture and/or coursework you have completed in preparation for travel to this location.

A large, empty rectangular box with a thin black border, occupying the bottom half of the page. It is intended for the student to provide a detailed explanation of their travel plans as outlined in the bullet points above.

**3. Travel Risk Awareness**

Please review the health, safety or security risks involved with your travel and explain the steps you will take to mitigate these risks (refer to [U.S. Department of State Travel Advisories](#) and [International SOS](#) guidance as appropriate).

**4. Contacts in Country**

Please list all contacts in country including partner institutions, corporate/NGO contacts, colleagues, tour guides, drivers, relatives, friends, etc.