**RIC Essential Academic Travel Request Form**

Faculty and students may seek approval for college-sponsored to travel when the purpose of that travel is deemed to be necessary for academic progress and cannot reasonably be postponed or handled remotely (i.e., to conduct research, to present research at an academic conference, to participate in an internship or academic experience required for graduation, or for a similar educational experience, etc.).

To be approved for essential academic travel, please answer the following questions, sign the COVID-19 Acknowledgement at the end of the form and send your request to [VPAA@ric.edu](mailto:VPAA@ric.edu).

1. Please provide a brief explanation of the purpose of your travel, the dates and location of travel, the means by which you plan to travel, and where you plan to stay for any overnight events.
2. Please provide information on what COVID-19 mitigation protocols will be followed, along with the most current information on the destination’s [CDC domestic travel restrictions](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-planner/index.html) or [international travel restrictions](https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html).
3. Please read the following acknowledgement of risk and sign and date this form before submitting.

**COVID 19 Risk Acknowledgement**

The public health risk from the novel coronavirus (COVID-19) global pandemic is real. It is known to spread very quickly via person-to-person transmission, and may spread without any obvious symptoms, even among vaccinated individuals. As Rhode Island College continues to respond to this pandemic, we are adhering to federal, state and local regulations and guidelines to minimize the spread of the virus. However, this is a collective and unified effort, with everyone sharing in the obligation to do their part to be and stay safe.

Participation in travel involves a real and potential risk of personal injury including contracting COVID-19, being subject to quarantine and/or isolation requirements, and potential disruptions to planned events.

As a participant in college-sponsored travel, I have been advised and I acknowledge that:

* Rhode Island College will not be financially liable for unrecoverable program or conference fees, travel expenses or other expenditures that result due to cancellations, travel restrictions, or mandated quarantine or isolation.
* Rhode Island College will not be able to provide residential accommodations or quarantine arrangements in the event of the cancellation or interruption of my planned travel or event. I understand and acknowledge that I am solely responsible for making my own residential accommodations should I be ordered to quarantine or self-isolate while traveling unless such arrangements are otherwise provided by an outside organization or agency.
* I understand and acknowledge that I may be required to quarantine upon reentry to Rhode Island and/or the U.S. and the arrangement and cost of such arrangements are solely my responsibility.
* If traveling internationally, I understand and acknowledge that U.S. Consular Services and American Citizen Services may be unavailable, restricted, or cancelled without notice, in my program’s destination.
* I understand and acknowledge that cancellations and disruptions to travel arrangements, as well as local and national lockdowns may limit or adversely impact my ability to arrive to or depart from my planned destination and may inhibit my movement within the host destination.
* I understand and acknowledge that it is in my best interests to monitor conditions in my destination location using reliable and reputable information sources to ensure that I am fully informed and aware of the conditions and all regulations of the host destination.

By signing, I confirm that I have read the above COVID-19 Acknowledgement Form, fully understand the terms, and agree to be legally bound by them.

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Signature Date

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Printed name