Petition for an Exemption to the University of Virginia
Prohibition on Faculty/Staff Official Travel during the COVID-19 Pandemic

INSTRUCTIONS
Who should use this form? UVA faculty or staff members wishing to petition the Office of the Dean of the School of Architecture for an exemption to the University’s prohibition on official travel during the COVID-19 pandemic. Official travel without an approved petition will not be funded or reimbursed. This policy will remain in place until further notice. Submit form electronically to Chrissie Holt-Hull at ceh7uw@virginia.edu for consideration by the Dean’s Office.

International travel must be requested of and approved by the Office of the Vice Provost for Global Affairs. Requests for the Petition for an Exemption to the University of Virginia Prohibition on Faculty/Staff International Travel during COVID-19 Pandemic form may be made by writing COVIDTravel@virginia.edu.

Criteria for Approval
Your petition will be evaluated for approval based on the following set of considerations:
1. The potential benefit of your travel with regard to the mission of the School
2. The necessity of the travel in order to achieve the anticipated benefit
3. The potential risk to your personal health and safety
4. The University’s ability to assist in your return to the United States (if international travel) in emergency circumstances
5. The risk to the health and safety of the University and Charlottesville Community

Please note that due to the health and safety risks associated with travel during a pandemic, the School anticipates a limited number of approvals and only in exceptional circumstances.

JUSTIFICATION Statements

1. Name and UVA Computing ID

2. Proposed Destination(s) and Dates

International Travel: if this request is for international travel, attach the approval by the Office of the Vice Provost for Global Affairs to this request.
3. Intended Activity at Destination(s)

4. Why is the travel necessary and/or how will it serve the School’s mission?

5. Signature and Date

APPROVAL and Endorsement by the Office of the Dean of the School of Architecture

I endorse the request of the above UVA faculty/staff member to undertake travel despite the risk from the COVID-19 pandemic and the State Department’s warning to reconsider all international travel. In addition, I believe the travel is necessary for a vital School interest. I have been briefed on the traveler’s plans and am comfortable s/he will be taking all necessary precautions to minimize risk to her/himself and colleagues both during and after the proposed travel.

Dean/Associate Dean Printed Name

Dean/Associate Dean Signature and Date