

Pre-approval for Essential Travel to a CDC Warning Level 2 or above Country: Academic Appointee Submission Process

Before you begin, you must contact your departmental Academic Personnel staff member to alert them that you need to submit a pre-approval request to travel to a country that has been designated as a warning level 2 or above by the Centers for Disease Control and Prevention (CDC) and/or the U.S. State Department. Your departmental Academic Personnel staff member will create a case for you and email you to let you know that you may begin the submission process.

1. Login to Interfolio at review.ucsd.edu
2. In the “Your Action Items” section, click on your name that is displayed above the “Pre-approval for Travel to Countries Designated with CDC Warning Level 2 or above Travel Notice” template.

Home
Your Packets
Review, Promotion and Tenure
Cases

Welcome back, Jay Gatsby

Your Action Items

Jay Gatsby

[Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice](#) | TestDepartment | Other

3. Click the “edit” button.

University of California-San Diego > Your Packets >

Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice

Unit: TestDepartment | Type: Other | Candidate Instructions: View Instructions

Overview | Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Request Form

Not Yet Submitted Locked

| Type | # Required | # Added |
|--|------------|---------|
| ● Pre-approval for travel to a country that has been designated as a warning level 3 | 9 required | 0 |

[Edit](#)

4. Click the “fill out form” button.

University of California-San Diego > Your Packets >

Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice

Unit: TestDepartment | Type: Other | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All

Request Form

Not Yet Submitted **Unlocked** [Submit](#) 0 of 0 Required Files

Pre-approval for travel to a country that has been designated as a warning level 3 9 required questions.

[Fill Out Form](#)

This form has not been complete.

5. Complete the questions on the form. When you are finished entering the information, scroll down and click the “return to packet” button.

Pre-approval for travel to a country that has been designated as a warning level 3

Jay Gatsby

Faculty essential travel is defined as that which is required to:

- Preserve the safety of a research subject and which is not possible to be postponed; or
- Preserve the results of a research activity and which is not possible to be postponed.

By way of comparison, faculty essential travel does not include travel to attend educational conferences. This is just one example of non-essential travel and does not include all other activities that would also be considered non-essential travel.

Begin Date of Travel *

End Date of Travel *

Where in the designated level warning 3 country are you traveling? Please be specific as to the region, county,state, etc. *

Name of the Institution that you are travelling to: *

Why is this travel essential? *

Why can't this travel be deferred to a later date? *

Please explain why your business and/or research cannot be conducted by electronic means (email, teleconference, video conference): *

What fund source will you use for travel reimbursement? *

Has the period of leave been approved by the appropriate authority? *

- Yes
 No

[Return to Packet](#)

- The form will show a status of “completed, not yet submitted” in the details section. Click on the “submit” button.

University of California-San Diego > Your Packets >

Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice

Unit: TestDepartment | Type: Other | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All

Request Form: Not Yet Submitted (Unlocked) | Submit (circled in red) | 0 of 0 Required Files

Pre-approval for travel to a country that has been designated as a warning level 3 9 required questions, Edit Form

| Title | Details | Actions |
|--|--------------------------------|---------|
| Pre-approval for travel to a country that has been designated as a warning level 3 | Completed Not Yet Submitted | Edit |

- Click “Yes” on the confirmation pop up.

Confirm [Close]

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Request Form at this time?

Yes (circled in red) No

- Your Department Chair will receive a notification that your request has been submitted. You should expect to hear an outcome for your request within 36 hours.