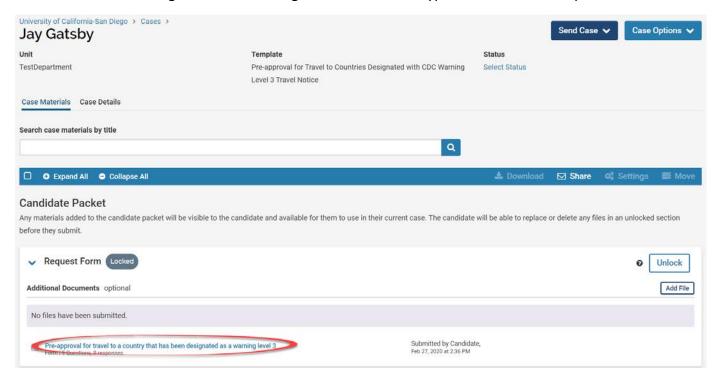# Pre-approval for Essential Travel to a CDC Warning Level 2 or Above Country: Dean Review and Approval

Following Departmental Chair review, the request for pre-approval for essential travel to a CDC Warning Level 2 or above country case will be routed to the Dean via an automated email message from Interfolio for review and final approval.

Due to the sensitive nature of these requests, following submission, the University has 36 hours to review and approve/deny the academic appointee's request.
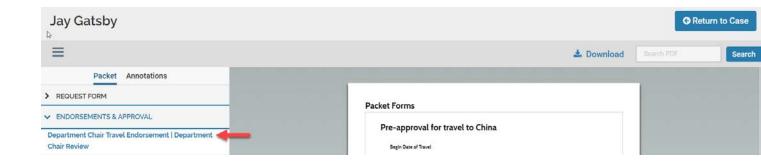
To review a case for pre-approval for essential travel, follow the steps below.

1. Using the automated email message, click on the "review candidate" button located in the message content.
   - Alternatively, you may login to Interfolio at review.ucsd.edu and located the academic appointee's name in the "Your Action Items" section of your dashboard.

2. To review the academic appointee's request form, click on the "Pre-approval for travel to a country that has been designated as a warning Level 2 or above" hyperlink within the Request Form section.
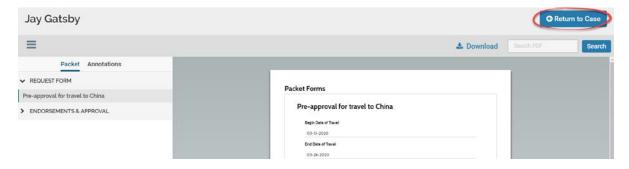

3. The Interfolio case reader will open and will show the academic's request form. To review the Department Chair's endorsement, click "Department Chair Travel Endorsement" in the left hand navigation menu.
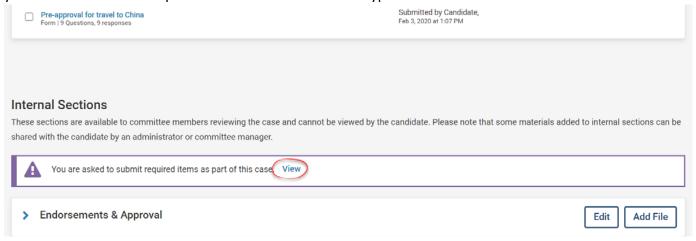
4. After reviewing the forms, click the "Return to Case" button located in the upper right-hand corner of the case reader.

5. Scroll down to locate the Internal Sections portion of the screen. You will see a purple alert informing you that must submit required items. Click the "View" hyperlink.

6. Click on the "Fill Out Form" hyperlink.

7. Complete the form by selecting one of the provided options. Click the "Submit Form" button when complete.

Dean Travel Endorsement and Approval

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.

I have reviewed this request and: *

○ Agree that this is essential travel

○ Do not agree that this is essential travel

This request for pre-approval to travel to China is: *

○ Approved

○ Denied

Submit Form   Save Responses   Cancel

8. Outside of Interfolio, email the academic appointee with your decision. Please be sure to cc the department chair, and your divisional AP contact. If you are approving the request, your email must include the following information:

> **You must register in the UC International Travel Registry in order for the university to provide reimbursement of travel expenses and in order for the university travel program (Connexxus) to provide emergency assistance.**
>
> **When you return to the U.S., you must comply with all U.S. re-entry and quarantine requirements in place before returning to the university community.**

9. Your divisional AP support staff member should forward the email with your approval/denial to Director of Academic Advancement & Compensation, Julia Partridge so that case can be closed.