

# 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](http://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.

University of California-San Diego > Cases >  
**Jay Gatsby** Send Case Case Options

Unit: TestDepartment    Template: Pre-approval for Travel to Countries Designated with CDC Warning Level 3 Travel Notice    Status: Select Status

Case Materials | Case Details

Search case materials by title

Expand All | Collapse All | Download | Share | Settings | Move

**Candidate Packet**  
Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

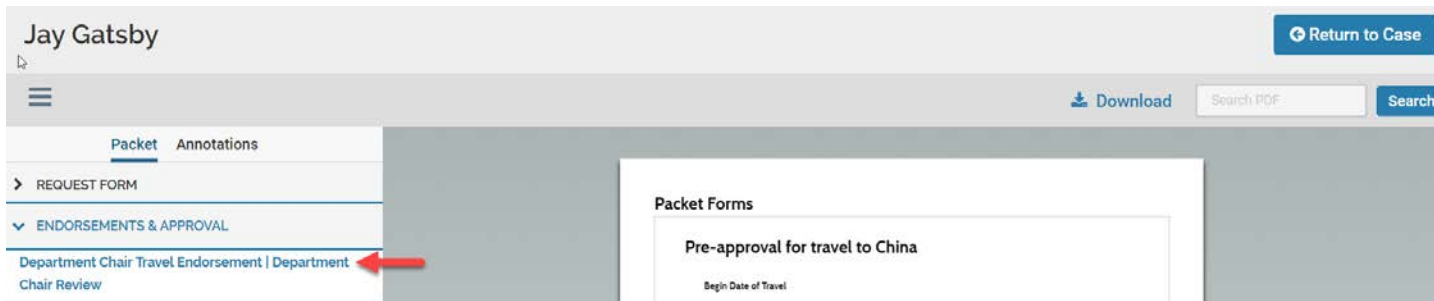
Request Form Locked Unlock

Additional Documents optional Add File

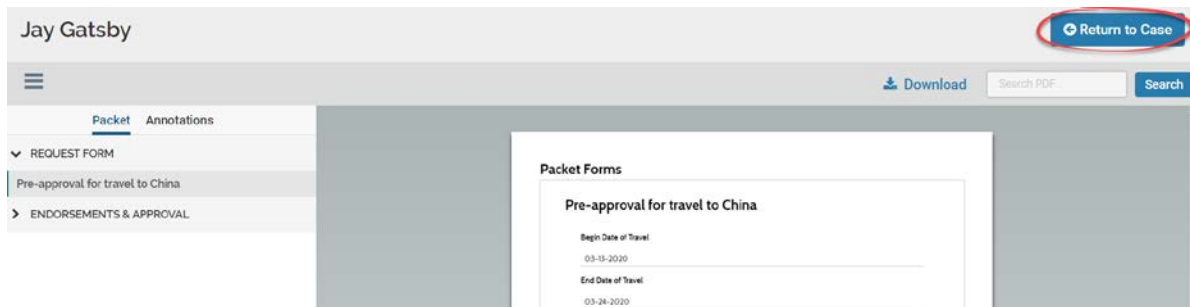
No files have been submitted.

[Pre-approval for travel to a country that has been designated as a warning level 3](#) Submitted by Candidate, Feb 27, 2020 at 2:36 PM

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.



- After reviewing the forms, click the “Return to Case” button located in the upper right-hand corner of the case reader.



- 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.

Pre-approval for travel to China  
Form 19 Questions, 9 responses

Submitted by Candidate,  
Feb 3, 2020 at 1:07 PM

### Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

**!** You are asked to submit required items as part of this case. [View](#)

> Endorsements & Approval Edit Add File

- Click on the “Fill Out Form” hyperlink.

▼ Required Items 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

**Forms**

Form Name	Assignee	Actions
Dean Travel Endorsement and Approval 2 required questions	Brandy Cheshire (You)	<a href="#">Fill Out Form</a>

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 (Connexus) 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.