



GUIDANCE FOR UNIVERSITY-AFFILIATED EMPLOYEE INTERNATIONAL TRAVEL

(UPDATED JULY 30, 2021)

This guidance is effective as of **August 16, 2021 for travel that begins September 16 or later** and is subject to change. Requests for international travel that begins September 15 or earlier should follow the [May 25, 2021 guidance](#).

Recognizing that travel imposes additional risks relative to the spread of COVID-19, Penn State has developed the following guidance for international travel. Policy TR01, International Travel Requirements, applies to all international travel.

COVID-19 Vaccination Requirement for University-Funded Travel

All employees requesting University-affiliated international travel that involves University funding **must** be [fully vaccinated](#) against COVID-19 by the date of departure. Please note the following:

- Travel funded by non-university funds (e.g., federal/state grants) is excluded from this requirement.
- Unit executives may choose to exempt from the vaccination requirement those employees for whom the requested travel is part of their regular job responsibilities.

Guidance

Employees wishing to travel internationally must register their university-affiliated travel with the Travel Safety Network at least 30 days in advance or as soon as possible once travel is planned. In addition, unit-level pre-COVID travel approval processes should be followed. All employees wishing to travel should first review the [list of restricted countries](#), which includes countries restricted for security and regulatory reasons and also countries with a [CDC Level 4 COVID-19 Travel Health Notice](#). This list will be reviewed periodically and is subject to change. Additional forms, review and approval are required for travel to restricted countries. Employees must receive approval for travel to restricted countries prior to purchasing airline tickets, hotel accommodations, etc. Arrange any necessary air travel through Anthony Travel, Penn State's preferred travel agency, unless it is not possible to do so. The Global Safety Office (TSN@psu.edu) will continue to assist university-affiliated international travelers and be a resource for any questions about health and safety at your destination(s).

Travelers must:

- practice physical distancing and hygiene recommendations before and during travel.
- obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling.
- follow all COVID-19 guidelines and requirements of the destination.
- monitor their health and follow COVID-19 health and safety precautions upon returning home. The [CDC recommends](#) that vaccinated travelers get tested with a viral test 3-5 days after travel and self-monitor for COVID-19 symptoms. Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.

If an individual who is not vaccinated is making a request to travel internationally for sponsored research purposes, they must obtain permission to travel from the Office of the Vice Provost for Faculty Affairs (colleges and campuses), Dr. Lora Weiss (institutes and ARL), or Dr. Kevin Black (College of Medicine). Unvaccinated employees who receive permission to travel must sign an acknowledgement of risk as part of the Travel Safety Network registration process. Unvaccinated international travelers should get tested with a viral test 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel.

*Employees who are not vaccinated because of a medical condition, documented disability or religious belief may request an exemption by contacting the Affirmative Action Office at aao@psu.edu.