

## **University-affiliated Travel Guidance Winston-Salem State University**

Consistent with UNC System guidance, Winston-Salem State University prohibits University-affiliated travel outside of the State of North Carolina unless the travel is approved in accordance with the following:

### **International Travel**

In accordance with UNC System Office guidance, University-affiliated travel outside the state of North Carolina remains prohibited. Per UNC System guidance, only the Chancellor or Provost may grant exceptions for international travel. Under the advisement of local public health officials and infectious disease experts, WSSU will sustain its limitation on international travel and interactions to prevent the spread of the virus between communities.

### **Out-of-State Travel**

In accordance with UNC System Office guidance, University-affiliated travel outside the state of North Carolina remains prohibited. Per UNC System guidance, only the Chancellor or Provost may grant exceptions for out-of-state travel.

- **Faculty Travel:** The Provost and Vice Chancellor for Academic Affairs must approve all exceptions for out-of-state university-affiliated travel by faculty. Faculty must submit a Travel Exceptions Request to their department chair and must receive favorable support by the department chair and the academic dean. The Travel Exceptions Request must include the following details:
  - **Section I: Travel Logistics**
    - Destination of the proposed travel, specific dates of travel, routes and itineraries
  - **Section II: Purpose and Rationale**
    - Explanation why this travel is necessary in accordance with position expectations, duties, and responsibilities.
    - Explanation why this work cannot be performed remotely via video conferencing or other distance electronic means.
    - Explanation of how this travel advances the institution's mission and strategic plan.
  - **Section III: Covid Risk Mitigation Plan**
    - Explanation of the travel risks and how the traveler will strive to mitigate risks during the trip and upon return to campus.
  - **Section IV: Signed Assumption of Risk and Release of Liability**

Requests for exceptions should be sent via email by the petitioner directly to the Provost and should copy the Associate Provost for Academic Budget and Planning.

**Please note that university senior administrators reserve the right to revoke an approval for travel prior to the requestor's trip if new information or data emerges about the trip that may impact the traveler(s) or the university campus community.**

- **Student Research Travel:** The Provost and Vice Chancellor for Academic Affairs must approve all exceptions for university-affiliated travel by students. Students must submit a Travel Exceptions Request to their department chair and must receive favorable support by the department chair and the academic dean. The Travel Exceptions Request must include:
  - **Section I: Travel Logistics**
    - Destination of the proposed travel, specific dates of travel, routes, and itineraries
  - **Section II: Purpose and Rationale**
    - Explanation why this travel is necessary in accordance with position expectations, duties, and responsibilities.
    - Explanation why this work cannot be performed remotely via video conferencing or other distance electronic means.
    - Explanation of how this travel advances the institution’s mission and strategic plan.
  - **Section III: Covid Risk Mitigation Plan**
    - Explanation of the travel risks and how the traveler will strive to mitigate risks during the trip and upon return to campus.
  - **Section IV: Letters of Support by the Department Chair and Academic Dean**
  - **Section V: Signed Assumption of Risk and Release of Liability**

Requests for exceptions should be sent via email by the **department chair** directly to the Provost and should copy the Associate Provost for Academic Budget and Planning.

- **EHRA Non-Faculty and SHRA Staff Travel:** The Chancellor or his designee must approve all exceptions for out-of-state university-affiliated travel by EHRA Non-Faculty and SHRA staff. EHRA Non-Faculty and SHRA staff must submit a Travel Exceptions Request to their supervisor and must receive favorable support from this person and the appropriate Vice Chancellor. The Travel Exceptions Request must include:
  - **Section I: Travel Logistics**
    - Destination of the proposed travel, specific dates of travel, routes and itineraries
  - **Section II: Purpose and Rationale**
    - Explanation why this travel is necessary in accordance with position expectations, duties, and responsibilities.
    - Explanation why this work cannot be performed remotely via video conferencing or other distance electronic means.
    - Explanation of how this travel advances the institution’s mission and strategic plan.
  - **Section III: Covid Risk Mitigation Plan**
    - Explanation of the travel risks and how the traveler will strive to mitigate risks during the trip and upon return to campus.
  - **Section IV: Letter of Support from the Employee’s Supervisor**
  - **Section V: Signed Assumption of Risk and Release of Liability**

The petitioner should send requests for exceptions via email directly to the employee’s supervisor and should copy the Chief of Staff and Chancellor’s Executive Assistant.

**Please note that university senior administrators reserve the right to revoke an approval for travel prior to the requestor’s trip if new information or data emerges about the trip that may impact the traveler(s) or the university campus community.**

- **Administrative Staff and Athletics Travel:** All exceptions for University-affiliated travel by administrative staff and athletics staff must be pre-approved by the Chancellor with a favorable recommendation by the appropriate Vice Chancellor or the Athletics Director.
- **Registered Student Organization Travel:** The Provost and Vice Chancellor for Academic Affairs must approve all exceptions for out-of-state university-affiliated travel by registered Student Organizations. Student Organizations must submit a Travel Exceptions Request to their organization advisor and must receive favorable support by the Assistant Vice Provost and Dean of Students and the Associate Provost and Vice Chancellor for Student Affairs. The Travel Exceptions Request must include:
  - **Section I: Travel Logistics**
    - Destination of the proposed travel, specific dates of travel, routes and itineraries
  - **Section II: Purpose and Rationale**
    - Explanation why this travel is necessary (e.g., internship, research, service project, organization competition).
    - Explanation why this activity cannot be performed remotely via video conferencing or other distance electronic means.
    - Explanation of how this travel supports progress toward degree or development of essential skills as articulated in the university’s strategic plan.
  - **Section III: Covid Risk Mitigation Plan**
    - Explanation of the travel risks and how the traveler(s) will strive to mitigate risks during the trip and upon return to campus.
  - **Section IV: Letters of Support from the Dean of Students and the Associate Provost and Vice Chancellor for Student Affairs**
  - **Section V: Signed Assumption of Risk and Release of Liability**

Requests for exceptions should be sent via email by the petitioner directly to the Provost and should copy the Associate Provost for Academic Budget and Planning.

**Please note that university senior administrators reserve the right to revoke an approval for travel prior to the requestor’s trip if new information or data emerges about the trip that may impact the traveler(s) or the university campus community.**

### **In-State Travel**

In accordance with UNC System Office guidance, University-affiliated travel in the state of North Carolina remains prohibited. Per UNC System guidance, only the Chancellor or Provost may grant exceptions for in-state travel. Approval for in-state travel is contingent upon the traveler’s ability to demonstrate how the travel connects with a site or event that is consistent with the Governor’s current guidance on gatherings.

**Please note that university senior administrators reserve the right to revoke an approval for travel prior to the requestor’s trip if new information or data emerges about the trip that may impact the traveler(s) or the university campus community.**



**University-Affiliated Travel  
Exceptions Request  
Effective April 15, 2021**

Traveler's Full Name \_\_\_\_\_

Student Organization Name (if applicable) \_\_\_\_\_

Traveler's Banner ID Number \_\_\_\_\_

Department/Unit Name \_\_\_\_\_

School/College/Division Name \_\_\_\_\_

University Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Specify Desired Action:  In-State Travel Exception  Out-of-State Travel Exception

**Travel Exceptions Request**

The process to request an exception to travel is clearly articulated in the University-Affiliated Travel Exceptions Guidance. Review this guidance carefully and complete the appropriate sections below.

- I. Travel Logistics (Maximum of 500 words):** *(Provide an explanation of the travel logistics including travel destination and dates of travel. The petitioner should also include documentation of the travel route and the program itinerary.)*

**II. Purpose and Rationale (Maximum of 500 words):** *(Provide an explanation why this travel is necessary in accordance with the employee’s position duties or in accordance with the student’s or student organization’s outcomes. This explanation should articulate why this activity cannot be performed remotely via video conferencing. Employees should explain how this travel advances the mission of the university and students or student organizations should articulate how this travel supports progress toward degree or development of essential skills as stated in the university’s strategic plan.)*

**III. Covid Risk Mitigation Plan (Maximum of 500 words):** *(Provide an explanation of the travel risks and how the traveler(s) will strive to mitigate risks during the trip and upon return to campus.)*

**IV. Assumption of Risk and Release of Liability Form:** *(Complete and attach this form with this documentation.)*

## Signature Approvals

(Please Select the Appropriate Approval Box Based on Traveler Type)

### Student and Student Organization Travel Approval

Review	Signature	Date
Student Organization Advisor (if applicable)		
Associate Vice Chancellor and Dean of Students		
Associate Provost and Vice Chancellor for Student Affairs		

### Faculty Travel Approval

Review	Signature	Date
Academic Department Chair or Unit Director		
Academic Dean		
Provost and Vice Chancellor for Academic Affairs		

### EHRA Non-Faculty and SHRA Staff Travel Approval

Review	Signature	Date
Academic Department Chair, Unit Director, or Supervisor		
Vice Chancellor		



## University-Affiliated Travel Assumption of Risk and Liability Release Form

**THIS IS A RELEASE OF LEGAL RIGHTS; THE PETITIONER SHOULD  
READ AND UNDERSTAND THE TERMS BEFORE SIGNING**

I, \_\_\_\_\_, will travel to \_\_\_\_\_ on the following dates: \_\_\_\_\_ (departure date) to \_\_\_\_\_ (return date). In exchange for being granted permission to travel to this event, I hereby agree to the following:

**I. Risks of Travel to this Destination**

I understand that participation in this travel involves risk inherent to the Covid-19 global pandemic. I have reviewed carefully the guidance offered by the North Carolina Governor's Office and the Center for Disease Control. Additionally, I have conducted my own investigation of the travel destination, and I am willing to accept all risks and responsibility for my personal safety and well-being in traveling to this location.

**II. Independent Activity**

Although Winston-Salem State University ("University") is allowing this travel, I understand that the University will not be supervising me; thus, I am responsible for my own safety and cannot hold the University liable for any illness associated with Covid-19 as a result of my participation in this travel.

**III. Institutional Arrangements**

I understand that the University is not responsible for matters that are beyond its control; therefore, I hereby release the University from any illness related to the Covid-19 pandemic as well as any expense arising from any such matter.

**IV. Assumption of Risk and Release of Claims**

Knowing the risks described above and in consideration of receiving permission to participate in travel, I agree on behalf of my family, heirs and personal representatives to assume all the risks and responsibilities surrounding my participation in this travel. My heirs, successors, and I agree to release, indemnify and hold harmless Winston-Salem State University, its Board of Trustees, the UNC System, and the Board of Governors as well as the Chancellor and employees of the University, agents and the heirs, successors and assigns of each from any and all loss, cost, damage, liability or expense (including attorney's fees) resulting in or arising from my participation in the travel.

Signing this document demonstrates that you have carefully read this Assumption of Risk and Release Form and fully understand the information presented. No representations, statements or inducements—oral or written—apart from the foregoing written statement have been made. This Agreement shall be effective only upon my signature below.



**University-Affiliated Travel  
Assumption of Risk and  
Liability Release Form  
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I have carefully read this Assumption of Risk and Liability Release Form before signing it. No representations, statements, or inducements—oral or written—apart from the foregoing written statement have been made.

This agreement shall be effective only upon my signature below and shall be governed by the laws of the state of North Carolina.

Typed Name	Signature	Date