

INTERNATIONAL TRAVEL APPROVAL FORM

University of Waterloo members who are fully-vaccinated for their destination(s) and activities travelling internationally on university business to destinations identified as Level 1 (Exercise normal security precautions) or Level 2 (Exercise a high degree of caution) in the [Government of Canada's Travel Advisories](#) must have the appropriate Approving Authority sign off on this form before departure.

Travel to destinations identified as Level 3 (Avoid all non-essential travel) or Level 4 (Avoid all travel) requires [High Risk Travel approval](#) before travelling.

Traveller and travel details (to be completed by the traveller)

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|--|------------------------------|
| Name of traveller: | |
| Unit: | |
| Traveller's destination(s): | |
| I confirm that my travel destination is considered Level 1 or 2 according to the Government of Canada's Travel Advisories: | Initial <input type="text"/> |
| Start date of travel: | |
| End date of travel: | |
| Purpose of travel: | |

Signatures

| | |
|---|--|
| Traveller's signature and date | |
| By signing this form the traveller agrees to review Policy 31 , relevant Safety Office Requirements and to complete the remaining Register and Prepare and Risk Mitigation steps of the University's Resumption of Travel Memo. | |
| Approving Authority ⁱ name and title: | |
| Approving Authority's ⁱ signature and date: | |

By signing this form, the Approving Authority confirms that this is legitimate university business.

ONCE COMPLETED, A COPY OF THIS COMPLETED FORM MUST BE KEPT ON FILE BY THE APPROVING AUTHORITY. NO OTHER FILING OF THIS FORM IS REQUIRED.

ⁱ Approving Authority is defined as follows: For Course-based grad students: Chair/Director or Program Director, For Research grad students: Supervisor **and** Chair/Director, For Postdocs: Supervisor, For students on co-curricular activities: Dept Head, For all other students **and** faculty members: Dept Chair or School Director and For Staff: Dept Head.

This form is step one in the three steps of 'Approval, Registration, Prepare and Risk Mitigation' that are required in advance of international travel. Full details are available at the [Waterloo International website](#).