STUDENT DOMESTIC TRAVEL  
(UPDATED DECEMBER 14, 2020)

As outlined in the Student Compact, students should rigorously restrict their travel to only travel that is necessary. This guidance has the following sections:

- Travel associated with a course
- Travel associated with research being conducted for a thesis or dissertation
- Cocurricular travel
- Personal travel

Before submitting a request
If travel is approved

TRAVEL ASSOCIATED WITH A COURSE/TRAVEL ASSOCIATED WITH RESEARCH

Travel associated with a course
If a student is traveling off campus as part of course, the faculty member teaching the course is responsible for working with their unit administrator to ensure that student travel adheres to the University’s travel guidance. This includes travel for short duration field trips. Overnight field trips are highly discouraged and generally will not be approved. International travel currently is not permitted.

Travel associated with research
Students wishing to travel domestically to conduct research, including thesis or dissertation research, should make a request to the faculty member teaching the course that is associated with the research, or the student’s research advisor. The faculty member will submit a request for travel to the unit executive (dean or chancellor) of the unit to which the travel is related.

Submission information for travel associated with a course/travel associated with research
Requests for (1) travel associated with a course or (2) travel associated with research must include:

- Dates and locations of travel.
- Why the travel is critical.
- For travel associated with a course, the faculty member must explain how the student(s) will follow the University travel guidance.
- For travel associated with research, the student must describe how they plan to follow the University travel and Department of Health guidelines.
- How the student will comply with any restrictions imposed in the area(s) to which they are traveling.
COCURRICULAR TRAVEL
Travel for cocurricular purposes is discouraged.

Submission information for cocurricular travel
Students and student organizations wishing to travel for such purposes must complete a request that includes the following information:

- Name/Student Organization Name
- Purpose of travel – why it is critical to Penn State’s and/or the student organization’s mission that the travel be permitted. Please include information indicating that virtual attendance is not an option or not a good option.
- Date(s)/Location/Transportation/Lodging information – Overnight travel will generally not be approved.
- A description of how University and Pennsylvania Department of Health expectations will be followed

Submit the proposal to:
- University Park: Jen Grossman Leopard, Interim Co-Director of Student Activities, jbg165@psu.edu, 103 HUB-Robeson Center
- The Director forwards the request to the Associate Vice President for Student Affairs with a recommendation. The decision of the Associate Vice President is final.
- Commonwealth Campuses: Each campus will develop its own process.

Funding considerations for cocurricular travel
Students/student organizations applying to UPAC (at University Park) or a Fee Board (Commonwealth Campus) to aid with travel funding must be granted the travel exception before submitting the funding application.

PERSONAL TRAVEL
Students wishing to travel for personal reasons should exercise caution and follow safety and hygiene recommendations. Please refer to the FAQ related to personal travel.

BEFORE SUBMITTING A REQUEST FOR ANY TYPE OF TRAVEL
Students and student organizations wishing to travel should do the following prior to submitting a request:

- Carefully review the state Department of Health guidance for the state to which the travel is being requested.
- Research the restrictions imposed in the area(s) to which they are traveling and ensure that they can comply with the restrictions.

IF TRAVEL IS APPROVED
If approved for travel associated with a course, travel associated with research, or
cocurricular travel, students must comply with the following:

- Practice social distancing and hygiene recommendations before and during travel.
- Obtain masks, hand sanitizer, and any PPE that might be necessary in the course of their travel. Masks should be worn at all times when interacting with others and as advised by the area(s) to which they are traveling.
- Observe the following guidelines when returning to their campus residence:
  - Domestic travel to/from other states:
    - Travelers should monitor their health and follow COVID-19 health and safety precautions upon returning home.
    - Students returning from out-of-state travel must comply with the [Order of the Secretary of Health](#) requiring travelers over age 11 entering Pennsylvania from locations outside the Commonwealth, including Pennsylvanians who are returning home from locations outside the Commonwealth, to produce evidence of a negative COVID-19 test or place themselves in quarantine for 10 days without testing or a 7-day quarantine with a negative test on or after day 5 of quarantine. The order does not apply to those who have traveled outside of the Commonwealth for less than 24 hours.
  - Domestic travel within PA:
    - No restrictions for asymptomatic individuals.

**NOTE:** All travel exceptions are conditional and can be revoked at any time if University, Pennsylvania Department of Health, or government regulations change.