

Can Students Travel Internationally?

All University-affiliated international travel involving students, faculty, and staff is suspended until further notice. This guidance will be revisited monthly and revised as State Department and other public health guidance evolves.

If travel is academically essential, students should first complete the Undergraduate or Graduate COVID International Travel form and submit it to the appropriate contact indicated below to initiate their request, including a description of why the travel is academically essential. If your travel request is endorsed and deemed essential, you must complete a COVID-19 Student Travel Safety Plan; both the travel form and the safety plan must be submitted to the Global Safety Office. Travel requests will be reviewed by the International Restricted Travel Committee prior to final approval by the Provost.

	Education Abroad Students	Graduate Students	Undergraduate Student (Independent)	Faculty/Staff
Exception required for:	Academically essential international travel	Academically essential international travel	Academically essential international travel	Essential international travel
Where to initiate request:	Submit Education Abroad Academic Petition to EA Adviser	Submit "Graduate COVID International Travel Exception" form to Faculty Adviser	Submit "Undergraduate COVID International Travel Exception" form to Academic Adviser or Faculty Adviser	Department/School/ Division Head or Director of Academic Affairs
Required endorsement	Director of Education Abroad	Graduate Program Head, Administrator for Graduate Education	Academic Adviser/Faculty Adviser; Dept./School/ Division Head; Director of Academic Affairs or College Assoc. Dean for Undergrad. Ed.; Unit Executive	Unit Executive
Risk review and recommendation	International Restricted Travel Committee Review	International Restricted Travel Committee Review	International Restricted Travel Committee Review	International Restricted Travel Committee Review
Final decision	Provost	Provost	Provost	Provost

Students are advised to consider how the COVID-19 pandemic may impact their travel before initiating an exception request. Students wishing to travel internationally must have received all required endorsements and submit a complete COVID-19 Student Travel Safety Plan at least one month prior to the expected date of departure. Requestors must receive approval prior to purchasing airline tickets, hotel accommodations, etc. Once approved, all international travel must be recorded with Education Abroad or the Travel Safety Network at least three business days prior to departure and you must complete the required pre-departure training for students. The Global Safety Office (TSN@psu.edu) will continue to assist approved international travelers and be a resource for any questions about health and safety at your destination(s).

The following requirements apply:

1. All students must have received all required endorsements and submit a complete COVID-19 Student Travel Safety Plan at least one month prior to the date of departure.
2. All international travel must be registered with Education Abroad or the Travel Safety Network at least three business days prior to departure.
3. Students who are using any amount of University funding to support their travel must book their travel arrangements through Anthony Travel.
4. Practice physical distancing and hygiene recommendations before and during, and after travel.
5. Obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling. Masks should be worn at all times when interacting with others and as advised by the area(s) to which you are traveling.
6. Travelers should quarantine for 10 days upon arrival at their destination. Local ordinances, guidelines, and other requirements of the destination country may also apply.
7. Travelers should monitor their health and follow COVID-19 health and safety precautions upon returning home. Per the November 17, 2020 order of the Secretary of the Pennsylvania Department of Health, travelers entering Pennsylvania from locations outside the Commonwealth, including Pennsylvanians who are returning home from locations outside the Commonwealth, must 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.
8. [Policy TR01, International Travel Requirements](#), applies to all international travel.

Booking requirement for using university funds: Students who are using any amount of University funding to support their travel must book their travel arrangements through [Anthony Travel](#) (use the phone number/email for “University Business Travel”). One of the benefits of using Anthony Travel is that the traveler has 24-hour access to an agent should they experience a flight delay, cancellation, or other travel disruption, which is particularly useful during COVID times. Additional advantages are: (1) no booking fees, (2) use of Anthony Travel contract pricing, and (3) ability for Penn State to know where travelers are located in case of an emergency.

Below is further information about this process:

- Travel arrangements can be booked through Concur or directly through Anthony Travel outside of Concur. Because Penn State does not have student profiles in Concur, if a unit wants the student to book via Concur, an employee would need to make the reservation for the student as a guest traveler (<https://travel.psu.edu/> and click on the “Travel OnLion” tab).
- Travel may be booked by Purchasing Card or personal credit card. An employee in the unit in which the student is making the travel request may use a Purchasing Card to purchase travel for the student or the student may use a personal credit card and be reimbursed by the unit.
- If a student finds a lower fare outside of Anthony Travel, the student can work with the Financial Officer in the unit in which they are making the travel request to be granted an exception to use the lower fare.
- If the student is not using some amount of university funding to support their travel, then the travel cannot be booked through Anthony Travel and the student will need to make their own arrangements.