



**CLEMSON UNIVERSITY
CORONAVIRUS DISEASE 2019 (COVID-19)
HIGH RISK TRAVEL DIRECTIVE**

In accordance with the [Compliance with Health and Safety Directives](#) and [High-Risk Travel](#) policies, this document has been developed with the overarching priority of ensuring the health and safety of our students, employees and the surrounding community. Incidents of noncompliance will result in referrals to the Office of Community and Ethical Standards (students) and Office of Human Resources (employees).

All University related travel must adhere to University travel policies and procedures.

1. Booking of travel must be done in accordance with [directives](#) issued by Finance and Operations **including the required use of a University-approved travel agency (see Procurement Travel site for exceptions)**.
2. University related **domestic** travel must be preapproved by the applicable budget holder (ex. primary investigator, department chair, etc.) prior to incurring any expenses or commencing travel.
3. University related **international** travel must be preapproved via the [Authorization for Official International Travel form](#) prior to incurring any expenses or commencing travel and once approved, a complete itinerary must be submitted no later than 10 days prior to travel to oge@clemson.edu.
4. University related international travel **by students is restricted** until further notice and at least until December 31, 2021. Exceptions to this directive will be granted only in the most extraordinary of circumstances.
 - a. **Graduate students** can request an exception for University related international travel from the High-Risk Travel Advisory Group using this [form](#).
 - b. **Undergraduate students** may participate in [approved programs](#) prior to December 31, 2021, listed on the Pam Hendrix Center for Education abroad [website](#).
5. All University, federal and state government screening, quarantine, and related restrictions must be followed.
6. The Office of Global Engagement will implement and manage the compliance of this directive.