

**Travel Exception Request – Domestic and International Travel**

For university-sanctioned domestic and international travel, only travel consistent with the mission of the University will be permitted at the discretion of the applicable Vice President. This is effective until further notice based on conditions both in the U.S. and abroad. (<https://uh.edu/covid-19/guidelines-protocols/travel-guidelines/>)

In order to facilitate the Provost's approval of said travel, please complete the form below and forward it to Bradley Eanes ([bteanes@uh.edu](mailto:bteanes@uh.edu)) via your college/department business office for processing.

**NOTE: this form requires the Dean's signature.**

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**College & Department:**

**Traveler(s):** (Please include traveler's job title.)

**Destination(s):**

**Dates of Travel:**

**Purpose of Travel:** (This section should include a brief description of the travel and clearly state why it is necessary.)

**Safety Plan:** (This section should clearly identify precautions that will be taken during the trip to ensure the safety of both the traveler and others.)

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_