

Travel Exception Request – International Travel ONLY

For university-sanctioned international travel, only travel consistent with the mission of the University will be permitted at the discretion of the applicable Vice President. This is in effect until further notice based on conditions both in the U.S. and abroad. ([UH COVID Travel Guidelines](#))

Please attach a completed exception form to your Travel Request in Concur.

NOTE: this form is ONLY required for international travel.

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: _____