

International Acknowledgement of Understanding – Faculty/Staff

Health and Safety Acknowledgement

As a condition of undertaking travel financially supported by The Ohio State University, by submitting a Spend Authorization in Workday, the traveler acknowledges in the event of any pending or future public health crisis, the traveler may be assuming additional risks to their health and safety. International travel can entail activities identified by the Centers for Disease Control and Prevention (CDC) as high risk, including but not limited to air transportation and use of other commercial transportation.

Compliance with local health ordinances may result in additional expenses to the traveler. In the event of presumed or confirmed exposure to any medical condition that may require treatment or quarantine during travel, payment for any medical care will rely on the terms of the traveler’s insurance coverage and costs may be the responsibility of the traveler. Further, such presumed or confirmed exposure may not qualify as a medical evacuation event, and subsequent medical care will rely on the availability and accessibility of local medical resources. Ohio State may have limited capacity to provide additional support or services in these circumstances.

Prior to submitting a Spend Authorization in Workday, travelers are advised to research their destination to determine if international commercial aviation is operable, if there are immigration restrictions or public health measures currently in place. Travelers can consult:

- The host nation’s embassy or consulate in the U.S. - <https://embassy.goabroad.com/embassies-in/united-states>
- The U.S. Department of State Travel Advisory for the host nation – <https://travel.state.gov>
- A visa and processing firm. The Office of International Affairs provider is Trivisa - <https://visas.trivisa.com/visas>

Travelers should note that travel restrictions are subject to change, and some host nation immigration sites are not updated or accurate. The traveler acknowledges that the U.S. Department of State, CDC and/or other applicable travel advisories may change, and the traveler continues to assume the risk related to their travel. The onus of verifying the appropriate immigration requirements, capacity to transit through or enter a specific nation (including the U.S.) or meet local public health ordinances remains the responsibility of the traveler and the College/Unit supporting the travel.

Equipment and Data Security

The traveler associated with this Spend Authorization is directed to their unit’s IT support for coordination of loaner equipment (e.g., laptop or tablet) to ensure protection of institutional data while traveling internationally. See more information regarding [data/technology security](#).

Pre-Authorization for Evacuation Services Disclaimer (Restricted Destinations ONLY)

The traveler associated with an Spend Authorization is directed to the [Pre-Departure Disclosure Request](#) form ONLY if business travel includes a destination to or passage through the following countries:

Afghanistan, Belarus, Burundi, Central African Republic, Chad, Democratic Republic of Congo, Ethiopia (Tigray region only), Haiti, Iran, Iraq, Israel, Lebanon, Libya, Mali, Myanmar, Niger, Nigeria (Borno, Yobe, Bauchi, Gombe, Kaduna, Kano, Katsina, Zamfara, and northern Adamawa states only), North Korea, Pakistan, Palestinian Territories, Republic of South Sudan, Russia, Somalia, Ukraine and Yemen.

Failure to submit the completed [Pre-Departure Disclosure Request](#) form in advance of travel regarding the above listed destinations will result in the traveler not having access to Political Emergency and Natural Disaster (PEND) evacuation services. PEND coverage assists travelers with emergency evacuation by any appropriate means in the event of a covered emergency situation. Services during the evacuation may include transportation to the traveler’s home country, as well as arrangement of food, lodging and other reasonable expenses if required. Travel to these destinations must be pre-authorized by the PEND coverage provider, Crisis24. Please submit the completed [Pre-Departure Disclosure Request](#) form to IRM@osu.edu as soon as possible. Questions regarding travel to restricted destinations can be directed to OSU International Risk Management at IRM@osu.edu or visit [website](#).

Acknowledgement and Certification (required for each International travel – attach signed copy to Spend Authorization)		
Traveler Signature	X	Date
Spend Authorization #		