

## Faculty of Medicine and Health Sciences Guidelines for Travel Exemptions Applications

As of August 17, 2020, the McGill University policy on University-sponsored travel exceptions from the Office of Deputy Provost Fabrice Labeau, on behalf of the Emergency Operations Centre, states:

“Global Affairs Canada’s global Level 3 advisory to avoid all non-essential travel outside of Canada is still in effect. **As a result, all international university travel remains suspended until further notice. No exemptions are permitted.**

**University-sponsored travel within Canada remains suspended until further notice. Faculty, staff and students can apply for exceptions through the Dean for mission critical and time-sensitive travel.”**

Applications for exemptions will be reviewed by the ad hoc travel review committee chaired by Dr. Howard Bergman, Assistant Dean International Affairs. The committee will examine each application and forward a recommendation to the Dean. The committee will be composed of the Chair and 2 other members from Graduate Studies and Academic Affairs.

Applicants should complete the Travel Exemption Request Form and send it to [hermine.mesropy@mcgill.ca](mailto:hermine.mesropy@mcgill.ca).

The committee will use the following criteria, which applicants should address in their application.

### A. Absolute indications

1. Travel purpose has a clear connection to the academic mission of the University<sup>1</sup>
2. Travel is within Canada<sup>2</sup>

### B. Relative indications

3. Travel is necessary to carry out that purpose (i.e. the activity cannot be carried out locally)
4. Travel must occur in the next few months to avoid losing the opportunity to meet stated purpose
5. The travel should last more than three weeks and respect the Quebec and the destination quarantine rules
6. Avoid COVID hotspots (Canada advisory)

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<sup>1</sup> Lab procedure, collaboration on a book, research, project development, «sabbatical renewal», sabbatical renewal- Sabbatical is an opportunity to renew/rethink/challenge the usual academic «trajectory» that the professor has been taking. «Leaving town» is part of that process.

<sup>2</sup> Useful Links:

McGill Travel: <https://www.mcgill.ca/travelservices/>

Canada Travel Advice: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

Quebec Travel Advice : <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/travelling-region-to-another-covid19/>

**TRAVEL EXEMPTION REQUEST FORM**

Please complete the form below, and return it with your Department Chair or Unit Director sign-off to the Faculty of Medicine and Health Sciences, International Office [hermine.mesropyan@mcgill.ca](mailto:hermine.mesropyan@mcgill.ca)

**Requestor's details**

Name & Title:			
School / Department / Unit:			
E-mail:		Cell number:	

**Travel details**

Destination:			
Start date:		End date:	
Purpose of the travel / Project description / Justification			
Source of funding:			
Comments & Considerations:			

**MANDATORY – SUBMIT THE COMPLETED AND SIGNED FORM**

<b>Chair/Director</b>			
Name:		E-signature:	
Date:			
Comments:			

**APPROVALS****Travel Review Committee (TRC)**

<b>Committee Chair</b>			
Name:		E-signature:	
Date:			
Comments:			

**Dean**

<b>Dean</b>			
Name:		E-signature:	
Date:			
Decision:			