

Faculty of Medicine and Health Sciences Guidelines for Travel Exemptions Applications

Update of April 1, 2021 on behalf of Fabrice Labeau, Deputy Provost (Student Life and Learning), on behalf of the Emergency Operations Centre.

The McGill University policy on University-sponsored travel exceptions states that:

University-sponsored travel within Canada and abroad remains suspended until further notice. Faculty, staff and students can apply for exceptions through the Dean and Unit Heads for mission critical and time-sensitive travel within Canada, as well as abroad for select international activities.”

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.

Applicants should complete the Travel Exemption Request Form and send it to hermine.mesropy@mcgill.ca.

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

1. Travel is necessary to carry out critical fieldwork required for timely graduation of students; and internships for students living abroad, within commutable distance of their residence. EOC approval required.
2. Sabbatical leaves for academic staff. Dean and Provost approval required.
3. Tenure-stream academic travel. Signed letter of acknowledgement must be submitted to Dean.

For more information, please consult the McGill [Covid-19 page](#) and [McGill Abroad](#).

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

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			
Chair/Director			
Name:		E-signature:	
Date:			
Comments:			

APPROVALS

Travel Review Committee (TRC)

Committee Chair			
Name:		E-signature:	
Date:			
Comments:			

Dean

Dean			
Name:		E-signature:	
Date:			
Decision:			