Domestic Academic Travel – Registration Form for Day Trips

Note: During Summer 2021, overnight domestic academic travel is reviewed by a group that combines the International Travel Advisory Committee and the Domestic Academic Travel Advisory Committee. This committee is chaired by Vice President and Vice Provost Cheryl Matherly. Please see the Study Abroad Office regarding submitting a proposal to this committee.

The university asks trip leaders to submit a travel registration document to track students’ academic day travel outside Bethlehem (e.g., travel for thesis research, travel for a department-sponsored academic activity). If the travel plans are in compliance with Lehigh University COVID-19 mitigation expectations, no special approval is needed. Simply answer the questions on this Google Form.

If your travel needs a special exception related to COVID-19 mitigation expectations, please also save your responses as a Word document and email directly to Jennifer Jensen, deputy provost for academic affairs, at jmj313@lehigh.edu.

1. Academic purpose and rationale for proposed travel:
2. Names and email addresses of faculty or other leaders:
3. Students attending (description of group – e.g., “students enrolled in POLS 096” – and student names; if not a course, add student LINs; one person per line, please):
4. Date(s) of trip:
5. Public and private transportation used during trip:
6. Logistics of meals and dining venues:
7. Have the students been issued the University’s waiver for field trip participation, and any other related release forms needed for this travel? (Please see the Office of the General Counsel for information on Lehigh’s standard release form.)
8. For class-related travel: If a student does not wish to participate in this travel, will the student be offered an alternative assignment or experience?
9. Is this group able to comply with Lehigh University expectations related to COVID-19 mitigation? If not, which conditions must be relaxed?

Review considerations for travel needing special approval:

1. Appropriate justification for travel? (Does the purpose meet the standard that the travel must be central to the program or academic activity, and the program is significantly enhanced by the travel component?)
2. Appropriate justification for relaxing Lehigh’s COVID-19 mitigation standards; all feasible safety mechanisms taken.