**Travel requests for The Peabody Institute require approval as follows:**

* For staff, travel requests must first be submitted to your administrative manager or supervisor, then to the DBO for Dean’s Office approval.
* For faculty, travel requests for academic or artistic related travel should go to your department chair first then to Abra Bush for Dean’s Office approval.
* Student travel requests should be submitted Stacy Cooper Patterson for Dean’s Office approval.

Please note that given the changing circumstances related to COVID infection, approvals may need to be rescinded. The following is a framework to help determine if requests and approvals should be made. As a reminder, all expense reports must be accompanied by a pre-approval in writing.

**Minimum Criteria for Travel Approval**

* Peabody travelers must be vaccinated or have an approved vaccine exemption;
* Conferences, meetings, performances, or events must have public health measures in place that are consistent with university guidance, including mandatory facial covering for all indoor activities. All meals must be served on a grab-and-go basis with food consumed where physical distancing can be maintained, inside or outside. Participation in events with a primary purpose focused on eating or drinking, such as traditional picnics or cocktail receptions, are not permitted.

**What travel rises to the level of “essential”?** “Essential” will be considered in the following context:

* High strategic importance to further or maintain the interests of the school or department.
* High consequence to JHU, Peabody, or your department if the inability to travel would break a previously established commitment.
* Real and tangible impact to individual faculty members or students for prospects of career advancement or promotion, and other options to accomplish the goal are not feasible (risk/benefit analysis).
* Required by grant sponsor.
* Presenting at a conference with no remote options.
* An alternative form of participation is not available.

**Considerations for denial of requests:**

* Does not meet the criteria noted above.
* Although staff, faculty, and students may adhere to appropriate precautions, many travel meetings attract participants from all over the country — and possibly from around the world — with varying prevalence of COVID-19 transmission, heterogeneous views on masking and other precautions, and unreliable acceptance of the COVID-19 vaccine. Many meetings requiring travel involve significant socializing that includes alcohol, which is difficult to avoid but known to be disinhibiting. Consumption tends to be indoors, often in packed settings. These are all against university guidelines.
* Faculty, staff, and students who have a vaccination exemption are not able to remain in compliance with the twice weekly testing requirements during travel.
* The local medical care is deemed to be insufficiently reliable and/or up to standard to adequately care for an affiliate who becomes ill while traveling.
* There is no reasonable likelihood the individual can return to Maryland to convalesce in the event they become ill during travel (even if the meeting is stateside).
* The department would not be able to maintain academic and operational functions during the time when the individual or individuals are recovering from any potential infection. This effect is more pronounced, and the risks significantly greater, if a group travels and experiences similar exposure simultaneously.
* Geographic Considerations: Conditions while traveling out-of-state or out-of-country are not as well-controlled as within Johns Hopkins-owned and operated settings, with our COVID measures in place. COVID rates and hospitalizations continue to rise in the U.S. and many parts of the world.

As always, the health and safety of our community remains our priority. If you have additional questions, please contact the appropriate contact listed above.

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**Essential Travel Request Form**

Traveler is:

* Student
* Faculty
* Staff
* Dates of travel and length of stay
* Location of travel
* Mode of travel (air, train, car)
* Reason for travel
* Why this is considered essential and of high consequence for Peabody, JHU, or your career advancement?
* Is this travel required by a grant sponsor?
* What information do you have about covid mitigation protocols (masking mandates, etc.) at the event, state, or local jurisdiction?