Definitions

"Local" travel: Travel within the six New England states (CT, RI, MA, NH, VT, ME)

“Essential” travel: Satisfies one or more of the following criteria:

1. Advances critical research in the national or global interest;
2. Preserves continuity of research that cannot be repeated, replaced, performed remotely or by proxy, or that is necessary to preserve safety/well-being of research subjects;
3. Supports a critical MIT research, educational, or administrative/operational function that cannot be deferred or accomplished remotely; or
4. Maintains progress toward academic degree and that cannot be postponed, replaced, or accomplished remotely or by proxy [for graduate students].

“MIT-related” travel: Funded entirely or in part by MIT sources; Organized primarily by MIT (e.g., MIT selects the participants); Conducted at the behest of MIT or in furtherance of MIT objectives; Related to scholarly activities (whether paid for by MIT or not); and/or Requiring the use of MIT equipment, supplies, or personnel.
Guidance for All Travelers

1. **Abide by all applicable governmental guidance** and policy restrictions. **Take precautions** and follow the latest public health guidance before, during, and after traveling.

2. **Local travel (within New England) is permitted** (consistent with current MA guidelines).

3. **Personal domestic and international travel is strongly discouraged.**

4. **Post-travel protocol prior to accessing campus:**
   a. **Non-local travelers:** Quarantine for seven days, then COVID-19 test
   b. **Students in MIT Housing:** COVID-19 test immediately upon return, quarantine for seven days, and then second COVID-19 test
Guidance for All Travelers, cont.

5. **Travel registry:**
   a. All international and domestic MIT-related travel must be registered.
   b. For individuals with regular access to MIT's campus, all non-local personal travel must also be registered.

6. Whenever possible/allowable, **all MIT-related travel should be booked through the Travel Collaborative** (MIT’s preferred provider).
Undergraduate Students

1. No MIT-related travel
2. No exceptions

Graduate Students and Administrative Staff

1. No MIT-related travel
2. Exception process for essential domestic and international travel
Faculty, Research Staff, and Postdocs

1. No MIT-related international travel unless:
   a. Staying in one location 30+ days; or
   b. 100% remote with no plans to return to campus; or
   c. Exception granted for essential travel

2. MIT-related domestic travel strongly discouraged
# Exceptions Process

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<th>Exception Required for...</th>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
<th>Administrative Staff</th>
<th>Faculty, Research Staff, &amp; Postdocs</th>
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<tr>
<td>No exceptions allowed</td>
<td>Essential domestic &amp; international travel</td>
<td>Essential domestic &amp; international travel</td>
<td>Essential international travel</td>
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<tr>
<td>Required Endorsement</td>
<td>PI or Advisor AND DLC Head</td>
<td>Direct Supervisor</td>
<td>DLC Head or PI</td>
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<td>Risk Review &amp; Recommendation</td>
<td>High-Risk Travel Committee</td>
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<td>Final Decision</td>
<td>Vice Chancellor</td>
<td>Relevant Academic Council Member</td>
<td>Deans’ Council &amp; Vice President for Research</td>
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