

## Employee Petition for Essential Business Travel When Travel is Otherwise Prohibited

Traveler's First and Last Name	
Babson Email	
Phone	
Intended destination(s)	
Explain why the travel is essential to the department and to the College	
Explain why this essential function cannot be suitably achieved through alternative means.	
Mode(s) of travel	
Dates of travel	
Name and contact information of manager requesting that the employee travel	
Name of your dean, director, or chair (if different from above)	
Please provide the International SOS case number assigned to the pre-travel advisory/briefing.	
Describe how the traveler will comply with the medical, safety, and security advice described in the International SOS pre-travel advisory/briefing	
Additional information the College should consider in order to evaluate this travel request.	

- Please provide all requested information.
- Contact International SOS Philadelphia Assistance Center: +1 215 942 8226 for your pre-travel advisory/briefing.
- Email completed form to Jeannette Angles ([jangles@babson.edu](mailto:jangles@babson.edu)).
- Risk Management and the appropriate President's Council member will make the final decision in conjunction with others as deemed necessary.

*Please Note: If the traveler has concerns due to a medical condition, they should advise Jennifer Shumaker ([jshumaker@babson.edu](mailto:jshumaker@babson.edu)) in Human Resources. This information will be considered confidential.*