

## ***SECURITY FOR AUC-SPONSORED TRIPS & TRAVEL***

For the security of the AUC community it is important that we exercise reasonable vigilance when traveling in the region. The AUC security team works closely with the Egyptian government to monitor regional developments and to assure the safety of residents and visitors alike. Because so many of our community come from great distances or overseas, it is important that we be in a position to know ‘who is where’ when involved in AUC-related travel. Any trips and travel sponsored or supported by any department, area, club or group within AUC, whether for faculty and/or staff and/or students, require prior approval.\*\* The Emergency Management Team is responsible for approving or disallowing proposed arrangements for AUC-sponsored travel, and for setting any requirements to enhance security. The following are the procedures that must be followed:

1. Requests must be submitted at least two weeks in advance of the proposed trip.
2. The request should be made by submitting the attached form to the Director of Security.
3. The organizer of the planned trip or travel is responsible for obtaining prior permission.
4. While a precise list of those traveling may not be available during the planning stage when approval for the trip is submitted, a complete list of those actually traveling and the final itinerary must be filed with the Security Office no later than two days prior to departure.

**\*\* (We also encourage those participating in informal travel groups or undertaking personal travel to provide the Security Office with a planned itinerary prior to departure.)**

## SECURITY FOR AUC-SPONSORED TRIP/TRAVEL

1. Proposed Trip Destination:
  
2. Organized by:
  
3. Reason for the Trip:
  
4. Duration of Trip:
  
5. Day of the week and Date of Departure and Return (e.g. Friday, April 1, 2005):
  
6. Departure time and Return time:
  
7. Method of travel and Location of pick-up and return
  
8. Contact person (Name, telephone, and e-mail):
  
9. Estimated number of persons traveling\*\*:
  
10. Name of person completing this request:

**Return to:**

***Director of Security  
20 Mohamed Mahmoud St.  
1<sup>st</sup> Floor, Apartment 6 (Mail Box: 410)***

\*\* Prior to Departure, a complete list of participants must be submitted to the Security Office.