

## **COVID-19 Domestic Travel Waiver Request**

Michigan State University has suspended non-essential domestic travel indefinitely. Waivers for this suspension will be considered for **essential domestic travel only**. Determination of proposed domestic travel as essential, in the context of both programming priority and financial considerations, is the responsibility of the relevant [Major Administrative Unit](#) (MAU) administrator.

The purpose of this domestic waiver application is for the traveler to explain why the travel is essential and to allow the MAU to review the proposed travel according to [MSU health and safety guidelines](#). Please complete this request for consideration of a waiver to travel domestically on university business **at least three weeks prior** to your intended travel.

Applications may be submitted for single trips or recurring travel (e.g. ongoing research requiring multiple day-trips, teaching appointments outside at MSU-affiliated locations outside of East Lansing).

Once completed and signed, attach to your Concur Request. Complete your Request and submit to your Departmental Approver for review and approval. **Requests will not be approved without a completed and approved waiver.**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

MAU: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Proposed Travel Dates: \_\_\_\_\_

Travel Destinations: \_\_\_\_\_ Single Trip or Recurring Travel? \_\_\_\_\_

Anticipated Stop-over Locations and Durations: \_\_\_\_\_

\_\_\_\_\_

If Recurring Travel, describe frequency: \_\_\_\_\_

Describe purpose of travel and why travel is essential. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

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### **REQUIRED APPROVAL**

\_\_\_\_\_  
Signature & Print Name: MAU Administrator or Delegate

\_\_\_\_\_  
Date