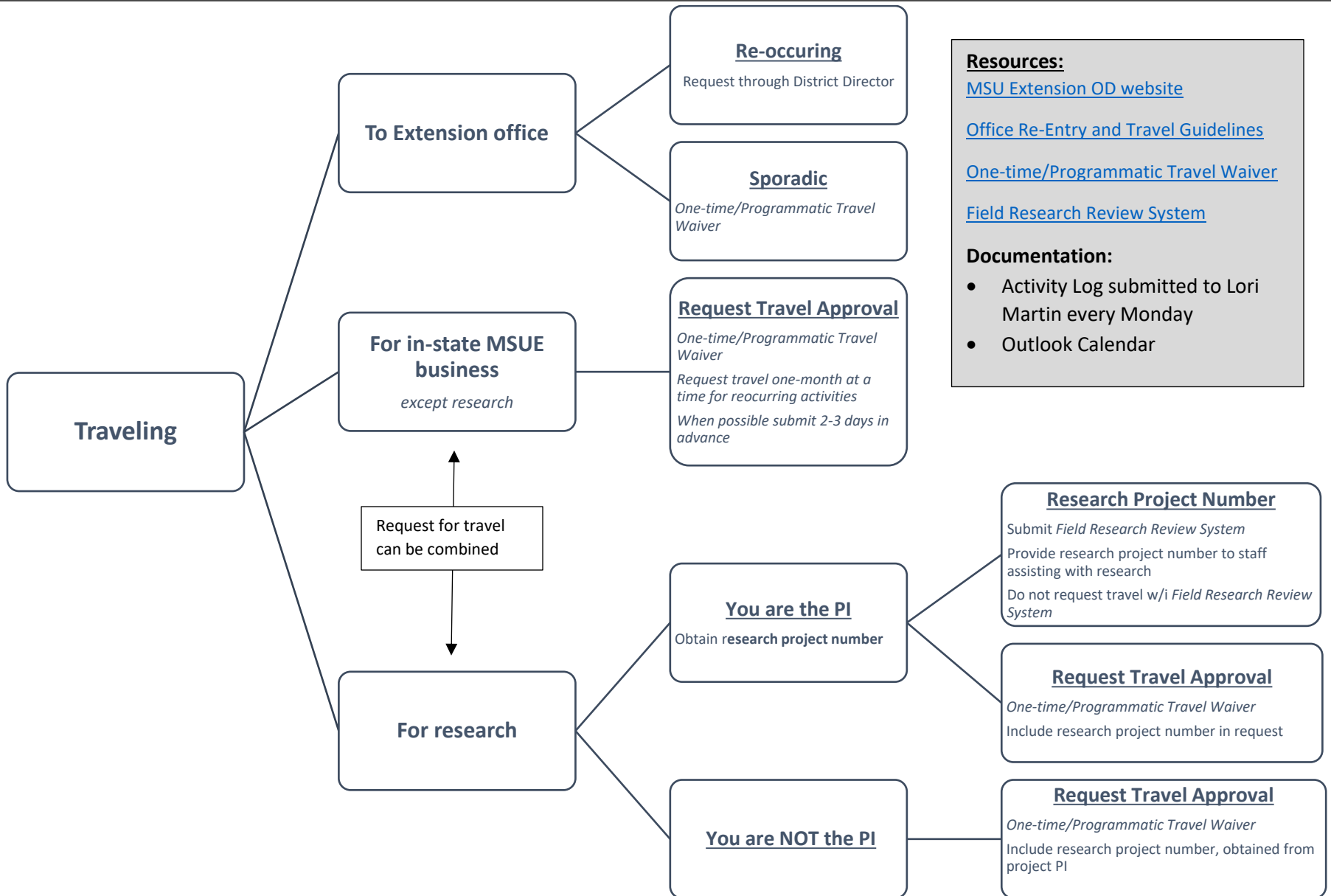# Requesting Travel Approval for Programs and Research

This document outlines the process that EEs, ESs, PIs and staff working on research and programs should use to request travel approval.

Traveling

To Extension office

Re-occuring
Request through District Director

Sporadic
One-time/Programmatic Travel Waiver

For in-state MSUE business
except research

Request Travel Approval
One-time/Programmatic Travel Waiver

Request travel one-month at a time for reocurring activities

When possible submit 2-3 days in advance

Request for travel can be combined

For research

You are the PI
Obtain r**esearch project number**

Research Project Number
Submit *Field Research Review System*

Provide research project number to staff assisting with research

Do not request travel w/i *Field Research Review System*

Request Travel Approval
One-time/Programmatic Travel Waiver

Include research project number in request

You are NOT the PI

Request Travel Approval
One-time/Programmatic Travel Waiver

Include research project number, obtained from project PI

Resources:
[MSU Extension OD website](#)

[Office Re-Entry and Travel Guidelines](#)

[One-time/Programmatic Travel Waiver](#)

[Field Research Review System](#)

Documentation:
- Activity Log submitted to Lori Martin every Monday
- Outlook Calendar

Drafted by M. Thelen
Updated April 2021