

Essential Travel Approval

Document date: July 24, 2020

University and state guidelines

University website, March 13, 2020

Until further notice, all non-essential OSU-sponsored travel is suspended.

Process and implementation

The processes and the implementation of decisions detailed here are subject to change based on the continuing evolution of the COVID-19 pandemic.

A. Process to approve essential travel

1. Faculty member submits request as single traveler or on behalf of one or more co-travelers to Tresa at bowlinst@oregonstate.edu.
2. Unit Head makes approval determination
3. Upon approval, the traveler(s) will receive a signed copy of this form via DocuSign

Requesting approval of essential travel.

1. Name and affiliation of each requestor

2. Travel destination

3. Travel dates

4. Mode of transportation

How will social distancing be enforced?

5. Travel justification

Why is this travel essential?

Examples of essential travel and research include:

- Travel required to fulfill contractual agreements and that may not be canceled or postponed under the terms of those agreements;
- Field work-related travel with seasonal or other particular constraints;
- Travel—generally by automobile—between university locations that is essential to maintain business continuity or to carry out critical research, teaching, engagement, operational or leadership activities.

6. Describe work environment at destination and safety precautions to be adopted during entire travel period and upon return. Are you prepared?

If *SUBMIT* button below does not work, please send form to Tresa at bowlinst@oregonstate.edu

Approved

Dee Denver, Department Head

Date