

MEMORANDUM

DATE: March 19, 2020
TO: NatSci Chairs and Directors
FROM: Phil Duxbury, NatSci Dean
RE: COVID-19 Out-of-State Essential University Travel Policy Update

COVID-19 Travel Waiver Procedure

According to Administration's revised Travel Policy for COVID-19¹, the NatSci dean issues the following procedure for all essential out-of-state university travel:
NOTE: This pertains to university travel only; not personal travel.



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Office of the Dean

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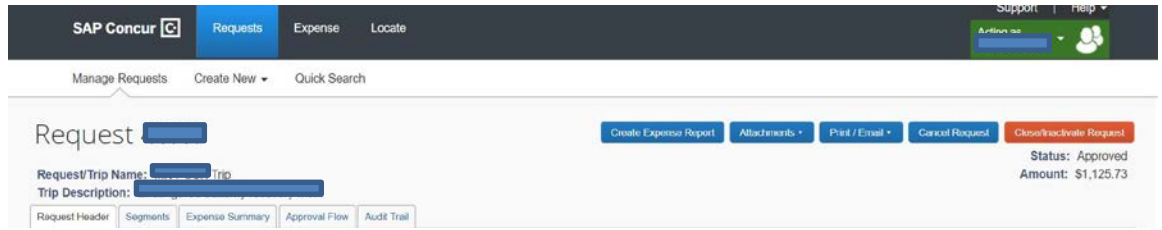
1. Complete the Travel Waiver request form (attached and below)
2. Forward by email to unit chair/director
3. Unit chair/director will forward to NatSci.dean@msu.edu indicating approval
4. NatSci Dean will obtain the Provost's signature and return the form to the unit by email
5. Unit will return form to the traveler
6. Traveler attaches the form to the Travel Request in Concur and submits for approval following normal procedures²

Please see the screenshot with instruction for attaching the form in Concur on Page 2 of this memorandum.

¹ In-state travel is permitted to perform one's essential job duties and does not require a waiver, but non-essential in-state travel to things such as state conferences should not occur. University-sponsored domestic travel out-of-state will be limited to business essential travel. Even for business essential travel, a waiver is required and can only be granted by a vice president or the president through the [following form](#). **Note that this is an update to prior communications on who has authority to grant waivers.**

² If the Travel Request has already been submitted and approved, the Travel Waiver request form can be added by the traveler and the form will route for approval again.

Please open the applicable Request and use the Attachments feature to add the Waiver.



COVID-19 Domestic Travel Waiver Application

Michigan State University has suspended all university-sponsored international travel. This includes new travel as well as any currently booked trips between now and April 20. No exceptions will be made.

Michigan State University has suspended non-essential domestic travel until April 20. Waivers will be considered for essential domestic travel only, and each situation will be reviewed on a case-by-case basis by a vice president, provost or the president.

Please complete this application for consideration of a waiver to travel domestically on university business.

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: _____

College/MAU: _____ Email: _____

Phone: _____

Why is domestic travel essential at this time?:

Signature of Traveler

Date

REQUIRED APPROVAL

Signature & Print Name: President/Provost/VP (no exceptions)

Date