FACULTY, STAFF, AND SPONSORED GUESTS
INTERNATIONAL TRAVEL REVIEW PROCESS

Traveler submits the MAU Form to the relevant MAU Administrator.

MAU Administrator evaluates if the travel is essential.

- **NO**
  - Travel should be postponed or canceled.

- **YES**

Traveler submits the International Travel Waiver Request, at least **3 weeks** in advance of desired travel dates.

The **The Office for Global Health, Safety, and Security** reviews health and safety considerations and submits the complete travel proposal to FASTR.

FASTR reviews the travel proposal and offers a recommendation to the MAU Administrator.*

- **NO**
  - No further action pertaining to animal or human research approval required.

- **YES**

  Animal or human research?

  - **NO**
    - No further action pertaining to animal or human research approval required.
  
  - **YES**
    
    Traveler follows steps outlined by the **Human Research Protection Program (HRPP, hrpp.msu.edu)** or the **Institutional Animal Care and Use Committee (IACUC, animalcare.msu.edu)** for concurrent review of research plan.

    
    *This process is not automatically initiated by the International Travel Waiver Request and must be initiated by the traveler or the MAU.*

    
    Proposed travel has been approved, and the traveler may complete necessary travel arrangements, including registration with the Global Travel Registry (travelregistry.msu.edu) and Concur, if applicable.

The MAU Form, further guidance on relevant MAU administrators, and the online International Travel Request Form can be found at globalsafety.msu.edu/covidintl

*Travelers fully vaccinated against COVID-19 may be eligible for travel approval without FASTR review and MAU (Dean level) approval if they are traveling to a non-high-risk destination. More information can be found at globalsafety.msu.edu/covidintl*