

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

REQUIRED APPROVAL

Signature & Print Name: MAU Administrator or Delegate

Date