

MAU APPROVAL FORM

International Travel

Michigan State University has suspended non-essential domestic and international travel for official university business indefinitely due to the COVID-19 pandemic. Waivers for this suspension will be considered for essential travel only. As the first step in the waiver process, please submit this form to your Major Administrative Unit (MAU) administrator¹. Determination of proposed travel as essential, in the context of both programming priority and financial considerations, is the responsibility of the relevant [Major Administrative Unit](#) (MAU) administrator.

This application allows the traveler to explain why the official MSU travel is essential and to allow the MAU to consider this travel in the context of MSU's minimum health and safety guidelines. After the MAU has deemed travel essential, please upload this signed form to the [online international travel waiver request form](#). Waiver requests must be submitted at **at least three weeks prior** to your intended MSU-sponsored travel. Your request will be reviewed by the Faculty and Staff Travel Review Committee (FASTR) who will make a recommendation to your Dean.

Applications may be submitted for single trips or recurring travel (e.g. ongoing research or teaching responsibilities requiring multiple day-trips).

<hr/>	
Name	Department/Unit
<hr/>	<hr/>
MAU	Email
<hr/>	<hr/>
Phone	Country of Residence
<hr/>	<hr/>
Proposed Travel Dates	Travel Destinations
<hr/>	<hr/>
Single Trip	Recurring, specify frequency: _____

Anticipated Stopovers and Duration

Source of funds to support this official travel (e.g., external grant funds, general funds, other)

¹ The MAU Administrator may be the Dean / Associate Dean for faculty travelers or Head of Unit for staff travelers.

Describe purpose of travel:

Explain why travel is essential:

Please attach additional documentation as needed if space is insufficient.

Explain why this work cannot be completed remotely:

Please attach additional documentation as needed if space is insufficient.

Please attach additional documentation as needed if space is insufficient.

Does this work require human subjects research?

Does this work require animal research?

Note: VP of Research and Innovation approval required for Human Subjects Research and/or Animal Research. Status of HRPP/IACUC Review:

Will you be fully vaccinated against COVID-19 before your departure?

According to the CDC, a person is considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Note: Faculty, staff, and sponsored guests who are fully vaccinated must submit an MAU approval form and waiver request, but FASTR review and Dean approval might not be necessary. Graduate/professional students may find their travel review expedited and their travel options expanded. For more information see: globalsafety.msu.edu/travel-during-covid-19-pandemic/international-travel/

I certify that by signing and submitting this form, I am conveying an accurate representation of my need to conduct international travel and that I have read the [Minimum Health and Safety Measures](#) for Approved, Essential International Travel.

Date

Sign Name: Traveler

REQUIRED APPROVAL OF ESSENTIAL NATURE

Date

Print Name: MAU Administrator (Dean, Associate Dean, Unit Head)

Sign Name: MAU Administrator (Dean, Associate Dean, Unit Head)