

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. No exceptions will be made.

Michigan State University has suspended non-essential domestic travel. 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