

**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 May 15. No exceptions will be made.

Michigan State University has suspended non-essential domestic travel until May 15. 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?:

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\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

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**REQUIRED APPROVAL**

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

\_\_\_\_\_  
Date