

Guidelines for requesting permission for domestic travel (in-state and out-of- state)

Travelers must **submit a safety plan** that describes *in detail* how they will mitigate the risk of exposure to SARS-Co-V2. Please use the information provided at the links below to build a specific plan for your travel request. Plans that simply list the links will not be approved and will be returned for modification.

[Guidelines for risk mitigation](#) developed by the Ramping up Research Task Force during summer 2020

Lodging - for shared lodging off-campus, be specific (who is staying where for how long). If unrelated people are sharing indoor space, use the [University Housing Advanced Cleaning Protocol](#) to develop your shared housing cleaning plan.

Vehicle travel - follow AppState vehicle COVID-19 guidelines for all vehicles
<https://facilitiesoperations.appstate.edu/services/vehicle-rental>

Public transit - follow CDC Travel guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

The FACULTY MEMBER should create a Travel Plan that includes:

- a. Normal travel authorization form: person(s), date(s), location(s), rationale, fund number
- b. Description of any close interactions with individuals not included in the travel authorization (close interaction defined as <6ft for more than 15 minutes)
- c. Confirmation that vehicular travel will abide by ASU vehicle travel policy (above) and description of travel arrangements to the destination (how many vehicles, how many people per vehicle etc.)
- d. Safety precautions prior to, during, and after travel to mitigate risk of SARS-CoV-2 exposure and transmission.
- e. A contingency plan in case of an illness and/or a positive SARS-CoV-2 test.
- f. Lodging details (for shared lodging off-campus, be specific - who is staying where for how long).
- g. Detailed cleaning and disinfection procedures if relevant (especially for shared lodging).
- h. If students are involved, they are required to submit [signed certification](#) forms stating they are voluntarily participating in this travel. *Faculty should always provide students with an option to do a project that does not require travel.*

If the travel requires a reimbursement, the travel plan should be submitted with the pre-approval request in Chrome River to request permissions.

If the travel does not require a reimbursement, the travel plan should be submitted via email to the Chair and Dean for prior approval. The Dean will submit to Academic Affairs for approval.

Note: As a reminder, Blanket travel authorizations cannot be completed in Chrome River *at this time*. Please submit all Blanket requests with a travel plan outside the system via email for approval.

Certification for Travel for Students

Date: _____

Dear Dr. _____ (enter name of the chair of the department),

I am seeking approval to travel to _____ (location, state) for the following project/class _____, under the supervision of _____. By signing this form I am certifying that I am taking part in this travel voluntarily and that I was given the option by my faculty supervisor to participate in a project that did not involve travel in order to fulfill requirements for graduation. I understand that if a conflict arises that I do not feel comfortable resolving with the faculty member, I am encouraged to speak with (enter name of an alternative faculty member*) _____ or _____ (enter name of the Associate Dean), Associate Dean, College of _____.

*The faculty member named here can be a faculty member in the same department or a faculty member in a different department but **should not be someone that is part of the student's thesis committee (if relevant)**.

Student name: _____

Student signature:

Date:

Faculty member name (if listed): _____

Faculty member signature (if listed):

Date:

Students: Please sign and date the form, have the "alternative faculty member" sign and date, and give this form to your faculty supervisor you are traveling under the supervision of. **If you prefer not to list a faculty member and prefer to speak with the Associate Dean, Dr.**

_____ **should the need arise, you do not need to get**

Dr. _____ signature.