



CAL POLY

Strategic Business Services
ADMINISTRATION & FINANCE



CAL POLY
Corporation



ASSOCIATED
STUDENTS, INC.

COVID-19 Travel Request Form (A-1)

Faculty/Staff Domestic Travel

In Scope: Faculty, Staff, Agent

Out of Scope: University Development/Advancement Officers (Signatures Required), student, group, all international travel and study abroad (*to be requested through International Center*)

Effective June 23, 2020 all University travel, that is considered essential, must include justification and approval by President Armstrong regardless of funding source. Non-essential travel is not permitted. Complete this form and submit with your travel request for review and recommendation to the University President.

*****Travel guidelines are subject to change due to current situations*****

Name of Traveler: _____

I am requesting approval for university travel as proposed below:

Dates of travel:

Location of travel:

Mode of travel:

Funding Source (department, grant, sponsored program):

ALL are REQUIRED:

1. **Acknowledgement of Risk** (initial is required):

I understand and acknowledge the general risks of travel and the specific risks associated with COVID-19. I have read the attached guidance for recommended safety precautions associated with COVID-19. I understand that safety precautions will not eliminate the risk of contracting COVID-19 and that this travel may increase my risk of exposure. The University does not require that I engage in this travel. I have made an independent assessment of the risks to me in participating in this travel and I voluntarily accept these risks and assume full responsibility for my health and wellbeing during this travel.

(Initial)_____

2. **Why is proposed travel necessary?** *Select one:*

- To meet contractual deliverable requirements where contract was signed prior to COVID-19 restriction (March 10, 2020). Traveler may not get reimbursed if commitment made after COVID-19 restrictions.
- To complete job-required training necessary to maintain licensure or professional certification, or similar standards required for holding a position where training must be in person and cannot be postponed.
- To complete job-required training necessary to operate/ maintain critical equipment or similar standards required to maintain critical equipment, where training must be in person and cannot be postponed.

- To complete professional development, for such things as, but not limited to: time-bound tenure, professional organization board or committee meetings when in person presentation/attendance is required.
- Is an essential university development/advancement activity that must be in person and cannot be postponed. ***Must provide more details in #3 "Other" "University Development/Advancement" and have form signed**** below.
- Is an essential university recruitment activity that must be in person and cannot be postponed
- To preserve the results or safety of a research activity that must be in person and cannot be postponed
- To preserve continuity of grant funding or completion of grant-required activities that must be done in person and cannot be postponed
- To complete program accreditation activity that must be in person and cannot be postponed
- To complete clinical practice (e.g., teaching credential)
- To complete course work that must be in person and cannot be postponed
- To travel alone or to accompany a student(s) for an educational requirement for the student's academic progress, degree completion or graduation, activity must be in person and cannot be postponed
- To execute an approved professional leave, such as, but not limited to sabbatical or DIPs (domestic travel only, all international travel requests must be submitted to Cal Poly International Center (CPIC))
- To complete essential agriculture enterprise business operations where activity must be in person and cannot be postponed
- Other, provide details in #3

3. Provide details for proposed travel "Other":

4. Is there a comparable virtual or online solution available in lieu of traveling? Please explain

5. Briefly assess any risks and how you will mitigate such risks associated with your travel. Include, but not limited to: location, mode of travel, etc.

6. Indicate the last day to submit your travel deposit

7. Indicate the last day to cancel your travel plans without penalty

Attach this completed form to your travel Request (ie: Concur Request) for domestic travel.

Traveler's Acknowledgement of Risk Guidance

Travel increases your chances of getting and spreading COVID-19. If you must travel, make sure you are aware of and adhere to restrictions for your destination and place of return. Within the United States, check the [state and territorial health department websites](#) for the latest information.

According to the Centers for Disease Control and Prevention (CDC), coronavirus is a type of virus that causes diseases ranging from the common cold to more serious respiratory disease. The CDC reports that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness or death. Typically symptoms include fever, cough and shortness of breath. Severe illness is more common in people with underlying health conditions or weakened immune systems, as well as older adults. Symptoms may appear 2-14 days after exposure to the virus.

[Covid-19 Exposure Prevention](#)

Guidelines issued by public health agencies and federal, state, local governments must be followed during travel. These guidelines may change as information develops.

CDC guidance can be found at the following site: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. Additional guidance for travelers can be found at CDC's website [Considerations for Travelers](#).

Travel increases your chances of getting and spreading COVID-19. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to social distance (keep 6 feet apart from other people). Learn more about how to protect yourself from COVID-19 on different types of transportation on CDC's website [Protect Yourself When Using Transportation](#).

❖ **Protect yourself and others during your trip:**

- Clean your hands often – wash with soap and water for at least 20 seconds
 - If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol
- Avoid close contact with others
 - Maintain a minimum 6 feet of physical distance from others
- Avoid touching your eyes, nose, or mouth
- Wear a cloth face covering when in public
- Cover coughs and sneezes

❖ **Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.**