|  |  |
| --- | --- |
|  |  |

­

|  |
| --- |
| **M E M O R A N D U M** |

|  |  |  |  |
| --- | --- | --- | --- |
| TO: | Dean/AVP **(NAME and TITLE)**via Department Head/Chair  | DATE: |       |
| FROM: | **(TRAVELER)** | COPIES: |       |
| SUBJECT: | Request for essential domestic travel |  |  |

|  |
| --- |
|  |

I (**NAME)** am requesting approval of essential domestic travel in exception to the CSU ban on all non-essential domestic travel through July 31, 2020. If this travel is for a student group **(NAME of Group)**, please provide a list of all students and attach.

The details of the planned travel are as follows:

* Dates of travel:
* Location of travel:
* Mode of travel:
* Explanation of why this travel is necessary and a summary of your discussion of local alternatives with your department chair. Please address these six factors:
	+ Necessity of the proposed travel, including consequences of postponing travel
	+ Needs and preferences of the individual
	+ Availability of safe and secure shelter at the destination
	+ Availability of appropriate medical care at the destination
	+ Availability of transportation, services, and other necessities at the destination
	+ Assessment of risks associated with traveling versus risks of remaining in place

**Review:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approve/Deny | Name | Signature | Date |
| Dept. Head/Chair |  |  |  |  |
| Dean/AVP |  |  |  |  |