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

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

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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:**

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