

WMU Essential Domestic Travel Waiver Form

March 11, 2020 WMU suspended all non-essential travel. That ban of university-sponsored travel is extended indefinitely. This includes new travel as well as any previously approved and booked travel authorizations.

All international travel is suspended indefinitely.

Non-essential domestic travel is suspended indefinitely. Submission of this form requests a waiver for essential domestic travel only.

- The WMU Essential Domestic Travel Waiver Form must be submitted at least ten days prior to the date travel starts for any trip in the US.
- In-state travel is permitted to perform one's essential job duties, but also requires a waiver.
- Travel to conferences or other gatherings are not grounds to request a waiver.
- Travel on an externally funded grant or contract must be approved by the VP for Research and Innovation.
- All other travel waiver inquiries should be submitted to your department Vice President or President.
- Travel waivers for research purposes will only be considered if a WMU Research Restart Request has also been filled. Both must be approved for research travel to occur.

Complete and submit to the appropriate VP.

Name: _____ Department: _____

College/VP unit: _____ Email: _____

Dates and destination of travel: _____

Funding account for travel: _____

Why is domestic travel essential at this time?:

Signature of Traveler

Date

Signature of Faculty Mentor/Staff Advisor for Students

Date

APPROVAL:

Print Name: Provost/VP (no exceptions)

Signature of Provost/VP (no exceptions)

Date