

WESTERN MICHIGAN UNIVERSITY

Essential Travel Guidelines

WMU continues to monitor and assess the health, safety and financial concerns of the university and its members. On 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.

The university understands some essential travel may be required. At this time, however, no international travel will be considered as essential. We are now instituting a formal waiver process for domestic business essential travel only. A waiver can only be granted by the provost, a vice president or the president by the following process. Any travel approvals prior to the March 11, 2020 ban will have to be resubmitted via the process.

Waiver process

- 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, including in state travel.
- 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 area Vice President or the President for his office and cabinet.
- Student waivers should be submitted on behalf of the student by their faculty mentor/staff advisor.
- Travel waivers for research purposes will only be considered if a WMU Research Restart Request has also been filed. Both must be approved for research travel to occur.

If you have upcoming travel planned through June 30, 2020, it is strongly recommended that you cancel your reservations and request refunds unless a waiver is approved. For those who have arranged international travel with AAA, we also request that you cancel any international travel reservations booked now through December 31, 2020. If further assistance is required related to travel expenses or previously booked reservations through AAA, please email Payroll and Disbursements at acct-travelinquiry@wmich.edu. The WMU Essential Domestic Travel Waiver Form will be accepted in lieu the PeopleSoft travel authorization as long as this waiver process is in effect. Please anticipate a future communication related to resuming use of the PeopleSoft Travel Authorization system as future travel restrictions are lifted.

An approved travel expense voucher is still required for reimbursement of travel expenses.