

WMU International 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 suspension of university- sponsored travel is extended indefinitely for international travel and is lifted for US travel. *The waiver is NOT required for travel within the United States or to WMU sites.*

The university understands some essential international travel may be required. A waiver can only be granted by the provost, a vice president or the president by the following process.

Waiver process

- The WMU Essential Travel Waiver Form must be submitted at least ten days prior to the date travel starts, including in state travel.
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- The traveler must still complete the WMU daily survey (https://healthmanager.wmich.edu/login_dualauthentication.aspx) while traveling.
- Safety during travel and on return to WMU is of the utmost importance and must be documented in the request.
- International travel on an externally funded grant or contract must be approved by the VP for Research and Innovation. 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.
- 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.
- All persons should talk to their healthcare providers before traveling internationally.
- Essential international travel is allowed but must be consistent with the US Dept. of State and CDC guidance and avoid high risk areas. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> <https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html> <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

All persons arriving on campus from international locations should practice enhanced social distancing during the 10 days before arriving on campus. During this 10-day period, persons have been directed to monitor their health, wear masks and reduce contact with others and follow guidance consistent with recommendations from the CDC. The 10-day enhanced social distancing period begins on the day of their arrival in the United States and can be done in the person's regular place of residence. Persons can elect to test for COVID-19 after their arrival in the U.S. available on campus at the WMU Sindecuse Health Center. For Additional information on why, when and how to practice enhanced social distancing, please consult with WMU's Sindecuse Health Center and follow CDC recommendations on enhanced social distancing.

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 Travel Waiver Form will be accepted in lieu the PeopleSoft travel authorization for international travel as long as this waiver process is in effect. US travel should use the PeopleSoft Travel Authorization system.

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