

Travel Approval Request Form

Only essential travel is permitted. "Essential" means necessary for an individual to perform her or his core IU responsibilities or necessary for the core functions of the university to include recruitment and development; necessary that the travel or event occur during pandemic health and safety conditions; *and there is no effective alternative to travel.* **This includes faculty, staff, and students, as well as external visitors.**

Traveler's Name (First Last) Funding Account (Chart/
Account, include Sub-Account
if applicable) Estimated Trip Cost

Type of Travel

- Employee Travel Student Travel
- NonEmployee/NonStudent Travel Recruiting Travel
- Student Group Travel

Destination

Destination
Location (if Int'l)

- Domestic International

Trip Start Date (mm/dd/yyyy)

Trip End Date (mm/dd/yyyy)

Business Purpose

- Research Humanitarian/Medical Mission
- Development Recruitment
- Small Meeting/Conference
- Other

Authorization

I have reviewed the trip from an "over compliant" approach and determined the trip is necessary and safe for the traveler and the people around them. The traveler will be able to physically distance themselves and take all necessary health and safety precautions to reduce the risk of infection and bringing it back to family and colleagues.

ACCEPTED BY:

DATE (mm/dd/yyyy)

POSITION/TITLE

- EVP VP AVP Chancellor Dean
- Designee

Completed form must be attached to the relevant Chrome River Expense Report to complete the audit record.