

Edward Waters University – Essential Travel Request Form

Essential travel is traveling for the sake of essential work (i.e., coaching an athletic competition, lecturing at a conference, chaperoning students who are required to travel, participating in a required in person meeting related to accreditation or funding), emergencies, medical purposes, government matters, and military matters. Attending a conference, athletic competition, event or in person meeting that does not require you to work is considered non-essential and therefore is not permitted.

Last Name _____ First Name _____
Email Address _____ Contact Number _____
Department _____ College/Division _____

Proposed travel: Start Date _____ End Date _____
Proposed travel type: Domestic International
Proposed travel destination: City _____ State _____ Country _____
Reason for travel:
Transportation mode:

Explanation and justification for essential travel:

Impact or alternate plan if request is not approved:

Will other EWU student(s) /faculty/staff travel with you? If yes, who?

Will personal travel be included? If yes, please explain.

Coronavirus, also known as COVID-19, has been declared a universal pandemic by the World Health Organization and is impacting the USA, at a rapid pace in our cities and communities. COVID-19 is an extremely contagious virus and continues to spread through person-to-person contact. While the university has instituted reasonable practices in an attempt to prevent the spread of COVID-19, Edward Waters University advises that undertaking travels could increase your risk of contracting COVID-19. As a result, **EWU reserves the right to restrict travel of university faculty, staff, and students to essential travel only, as determined by the head of your division.**

If you are requesting permission to travel, your immediate obligation is to review and comply with all federal, state, or local travel restrictions or requirements related to COVID-19 that apply to your travel destination. Please review all travel guidance and advisories for your destination, including the Centers for Disease Control’s “Considerations for Travelers” resource(s) at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>, prior to your travel. This essential travel form must be submitted and approved 30 days prior to travel.

Further, primarily based on your travel destination, and governmental order and guidance, EWU may restrict access to the campus community for an undetermined time following your return trip as a precautionary measure of possible COVID-19 transmission or factors.

Yes I Agree (Initial here)

Traveler: _____ Date: _____
Department Head/Dean: _____ Date: _____
President/Vice President: _____ Date: _____