



College of Science
Travel Waiver - COVID - 19
Required for all Trip Request submissions

Traveler Name: _____

Dates of Travel: First Date: Last Date:

University Guidance:

For ALL travel a Travel Waiver must be approved before travel is booked. Waivers will only be granted for the most essential requests and should be rare. All travel, including travel within the state of Indiana, shall be limited to essential travel. Essential travel must support a compelling University mission interest that can only be served by personal attendance, having no alternatives to in-person attendance and travel cannot be postponed. Regardless of mode of transportation a travel waiver is required for all employees for any University travel.

Starting May 4, Travelers with an approved Travel Waiver are expected to book travel in Concur or utilize Anthony Travel, the University’s travel agent. If a traveler finds cheaper travel and accommodations outside of Concur or [Anthony Travel](#), s/he may accept that option and submit the quotes from Concur/Anthony Travel as *required* in the Expense Report.

Research Funded Travel
Travel related to research conducted on sponsored fund accounts should continue when deemed essential to meeting **research deliverables, there are no alternatives to in-person attendance, and travel cannot be postponed. A Travel Waiver is needed prior to booking. More information including guidance on other sponsored funding can be found on the [COVID-19 research operations page](#).**

Destination (City/State/Country): _____

Modes of Transportation (to/from/within): _____

Source(s) of Funding: _____

Explanation supporting reason for travel waiver request.

Required Approvals:

Department/Unit Head

Dean College of Science

Business Manager

DFA College of Science