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| **M E M O R A N D U M** |

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| TO: | Mary Pedersen, Interim Provost via Dean (YOUR COLLGE DEAN)  | DATE: |       |
| FROM: | **(TRAVELER)** | COPIES: |       |
| SUBJECT: | Request for essential domestic travel |  |  |

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I (**NAME)** am requesting approval of essential domestic travel in exception to the CSU ban on all non-essential domestic travel through May 31, 2020. If this travel is for a student group **(NAME of Group)** then a list of all students is attached.

Criteria that will be considered when reviewing requests includes:

* **Low Risk**:  Imminent travel, minimal number of people traveling, personal vehicles utilized, travel to low-risk location with no known cases of the virus.  Expectation is that common, preventative measures such as hand washing and social distancing will be implemented.
* **High Risk**:  May include higher occupancy events, some commercial travel, locations under quarantine or with known or suspected cases of the virus.
* **Unknown Risk**:  Travel requests beyond the immediate future where potential confirmed cases would be unknown at this time.  Preliminary decisions can be made now, but contingency plans must be in place.

The details of the planned travel are as follows:

* Dates of travel:
* Location of travel:
* Mode of travel:
* Explanation of why this travel is necessary and a summary of your discussion of local alternatives with your department chair:

**Review:**

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|  | Approve/Deny | Name | Signature | Date |
| Dept. Chair |  |  |  |  |
| Dean |  |  |  |  |
| Provost |  |  |  |  |