**Pre-Travel Authorization for MSU Essential Domestic Travel Outside the State of Montana: COVID-19 Protocols and Restrictions**

Responsible MSU Employee(s):

Name: Dept/Institute: Phone:

Travel Location(s):

Travel Dates (i.e., March through August 2021):

This form should be completed and approved by the unit and college administrator and submitted to the Office of the Provost (academic), VPREDGE Office (research), Vice President of Agriculture (MAES and COA) or the Executive Director of Extension for final approval at least 14 calendar days before the travel commences and before any deposits or trip expenses are incurred.

1. List all Students, Staff and Faculty that will be traveling:

2. Briefly describe the teaching or research activities. Explain why the requested travel is essential to the teaching or research mission and cannot be accomplished remotely using virtual tools.

3. Describe the COVID-19 protocols and mitigation plan that will be implemented and how the plan will be communicated to all travelers to minimize the risk of virus transmission. At a minimum, the plan should conform with the MSU COVID-19 Roadmap, COVID-19 Research Operations Guidelines and Field Study Guidelines. The plan should acknowledge and comply with restrictive guidelines that could be required after return from the travel destination(s).

Signature: Date:

**Administrative Signatures Only**

**Authorization:**

Department Head or Director:

Name: Signature: Date:

Dean:

Name: Signature: Date:

Provost, Vice President REDGE, Vice President AG or Executive Director of Extension

Name: Signature: Date: