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| --- | --- |
| General Information | |
| Faculty Name\*: |  |
| Title: |  |
| Department: |  |
| Email: |  |
| \*Faculty must submit requests on behalf of their graduate students and post-docs. | |
|  |  |
| Trip Information | |
| Research Description: |  |
| Justification for Essential Status: |  |
| Account Number for Travel Voucher (if relevant): |  |
| Destination(s): |  |
| Departure Date and Time: |  |
| Return Date and Time: |  |
| Frequency (for projects requiring multiple trips): |  |
| Overnight Stay Required? If yes, please explain. |  |
|  |  |
| Trip Participants (list yourself if you are traveling) | |
| Name and Title: |  |
| Name and Title: |  |
| Name and Title: |  |
| Name and Title: |  |
|  |  |
| Social Distancing and Preventive Measures | |
| How will social distancing requirements be met during travel and while at sites? |  |
| What preventive measures will be implemented during travel and while at sites? |  |
|  |  |

Departments Heads should submit the completed form to Kristen Baum ([kristen.baum@okstate.edu](mailto:kristen.baum@okstate.edu)) with the subject line “TRAVEL EXEMPTION REQUEST”. Forms will only be accepted from Department Heads, and submitting a form indicates the Department Head supports the exemption request.