

COVID-19 Travel Approval Form

Anyone engaging in any form of travel more than 25 miles from campus is required to complete this form a minimum of 2 weeks in advance of the proposed first date of travel.

Today's Date _____

Your Name _____

Email Address _____

Organization/Department _____

Phone Number _____

Reason for Travel. Meeting Conference Program Workshop Other: _____

Date Leaving	Date Returning	Number of People Traveling	Number of People Expected at Event	Travel Type: car/bus/fly/etc	Location of Event Street Address

**The University may suspend all travel at any time due to the Covid-19 pandemic and any prior travel authorization may be revoked by the University at any time.*

Please explain why this travel is necessary and consider whether alternate participation is available:

Describe the precautions all travel participants will be required to take (limiting the number of people in each vehicle/social distancing/wearing face coverings/traveling with hand sanitizer and sanitizing wipes or spray):

List the names of ALL Travel Participants (including students, advisors, faculty and staff):

During this time, SIU Carbondale is exercising the utmost caution to ensure the health and well-being of our students, faculty, staff and community members. Please answer the following questions as to how you will take precautions to ensure the safety of travel participants. Please reference the Restore Illinois Meeting and Social Event Guidelines for assistance by visiting: <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/meetings-and-social-events/>.

Will you require face coverings? *This is a mandatory requirement.* Yes No

Will you ask all travel participants if they are exhibiting COVID 19 symptoms? Yes No

Please visit the Restore Illinois Meeting and Event Guidelines Checklist for Wellness Screenings for questions to ask: <https://dceocovid19resources.com/assets/Restore-Illinois/checklists4/AllChecklists.pdf>.

Do you have appropriate PPE in place to travel to the event? Yes No
PPE refers to personal protective equipment and includes masks, hand sanitizer and sanitizing wipes or spray.

What measures will you take to ensure proper cleaning and sanitizing procedures are in place at your travel destination? What precautions will be taken by the event organizers while you are participating in the event?

How will you ensure your travel participants adhere to social distancing guidelines during travel and all events? Please note considerations for limiting congregation of people and movement of people during the event. All participants MUST wear a mask while traveling in a vehicle.

Please provide any additional event details we need to know:

By checking this box, travel sponsor agrees to keep an accurate record of travel attendees and will provide this list, to appropriate campus personnel

Travel Sponsor Signature/Date

Vice Chancellor or Provost Signature/Date
(Recommended to proceed)

Dean/Director/Date

Chief of Police Signature/Date
(Recommended to proceed)