



# IU-Sponsored Domestic Travel Approval

*Summer and Fall 2020*

In response to a University requirement, all College of Arts and Sciences' employees planning **IU-sponsored domestic travel** are required to **fill out this form** to receive approval from their respective divisional Associate Dean **prior to travel** during summer and fall 2020.

**Faculty and staff** need to **seek approval from their chair or director** who, upon approval, will submit the request to [collrequ@iu.edu](mailto:collrequ@iu.edu).

**Graduate Students** need to **seek approval from their Director of Graduate Studies and, if applicable, their dissertation advisor** who will forward their recommendation to the chair or director who, upon approval, will submit the request to [collrequ@iu.edu](mailto:collrequ@iu.edu).

Approval is required for travel that is paid for with IU funds, including grants and IU Foundation accounts. Travel paid for with personal funds or third party funds is not subject to approval but we ask that you apply the same criteria as below to determining whether such travel is essential and feasible. For more information, please check this webpage:  
<https://iuttravel.iu.edu/covid/covid19-message.shtml>

Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Faculty ☐

Staff ☐

Graduate Student ☐

Travel Destination: \_\_\_\_\_

Dates: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

1. Why is your travel necessary at this time?

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2. Why must this work be conducted at this site?

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3. How will you be traveling (by car, plane, etc.)?

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4. What is your plan for mitigating risks to yourself and others while traveling?

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5. Please provide information on the safety protocols where you will be working (as relevant):

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6. How will you manage the risk of spreading illness after you return to Bloomington?

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Associate Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that you may not travel until you have received this signed form  
with the responsible associate dean's signature.**