

Essential Travel Request

Name of Traveler(s):

Destination:

Travel Start Date:

Travel End Date:

Mode of Transportation:

Tasks to be Accomplished:

Tasks Related to Research Project (include Project #):

Alternatives Considered:

Social Distancing Plan/Other Safety Measures (PPE) to be Used:

Hotel Accommodations (if needed, describe – hotel, bunk house, etc. & number of people per room)

RL Approval:

CD/LD Approval:

Area Approved:

Area Disapproved: