**Employee Out-of-State Travel COVID-19 Safety Plan**

Please use this form for all out-of-state travel sponsored by UMW, including training, events, research, or academic trips. Submitting this form does not guarantee approval of the proposed travel. ***Please submit this form at least 7 business days prior to the travel departure date.*** You may type in the right column of this form or print and fill out the form by hand. If you need more room, please attach additional sheets. Please submit the completed form and any accompanying documents to Nicole Hazelbaker by email (nicole.hazelbaker@umwestern.edu), campus mail or drop off to the Dean of Students Center.

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| **Name:** |  |
| **Email Address:** |  |
| **Office and Mobile Phone number:** |  |
| **Purpose of Travel:** |  |
| **Destination:** |  |
| **Mode(s) of Travel (*please select all that apply)*:** | [ ] Air[ ] UMW Vehicle[ ] Rental Car[ ] Public Transportation[ ] Other  |
| **Departure Date:**  |   |
| **Return Date:** |   |
| **Accommodation Information (please include phone number of lodging locations):** |  |
| **How do you plan to minimize your exposure risk to COVID-19 during travel?** |  |
| **Facilitator’s COVID-19 Safety Plan** | If the facilitator of the event has provided information about how they plan to minimize the risk of COVID-19 to attendees, please attach a copy with this form when submitting.  |
| **Additional Information or Comments:** |  |