



<b>CEAT Travel Form - Exemption Request for Essential Research and Extension during COVID-19 Travel Suspension</b>	<b>Procedures CCB-001 Effective Date:6/8/21</b>
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**General Information**

Faculty\*/Staff Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*Faculty must submit requests on behalf of their graduate students and post-docs.

**Trip Information**

Research/Extension  
 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. \_\_\_\_\_

Transportation Mode:      Personal Vehicle \_\_\_\_    State Vehicle \_\_\_\_ Air \_\_\_\_



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**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?  
\_\_\_\_\_

All personnel are required to comply with CEAT and OSU health and hygiene procedures during off-campus business operations.



*After Department Head's approval, email completed form to either CEAT ADEE (extension) or ceatfinancial@okstate.edu (instructional or research) for approval. The College will return form to the departments & a travel request noting approval may be processed. Attach this form to the travel voucher.*

Unit/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

CEAT Dean (or designated approver): \_\_\_\_\_ Date: \_\_\_\_\_

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 6/18/20 updated 6/8/2021*