**CAS TRAVEL REQUESTS**

***All travel requests still require travel plan. See below for what is required.***

TRAVEL SCENARIOS

1. **Faculty Member Traveling Alone for Research, No Students**
   * CR if single trip
   * Blanket if multiple trips
   * Fund number

1. **Faculty Member Traveling with Class//Students Simultaneously**. Reimbursement for Faculty member is possible, NO reimbursement for students
   * CR if single trip
   * Blanket if multiple trips
   * Fund number
   * Student certificates required

1. **Faculty Member Organizing Travel of Students** (e.g. MS research, capstone, independent study), Students are **not** traveling at same time. Reimbursement for Faculty member is possible, NO reimbursement for students
   * CR if single trip (e.g. conference)
   * Blanket for multiple trips
   * Fund number
   * Student certificate required
   * In travel plan, note that the faculty member will be aware of all travel by student(s)

1. **Faculty Member Organizing Travel of Students** (e.g. MS research, capstone, independent study), Students are **not** traveling at the same time. Reimbursement for Faculty member is possible, Reimbursement for students is possible
   * CR for each person to be reimbursed if single trip
   * Blanket for each person to be reimbursed (e.g. multiple trips to field sites for sampling)
   * Student certificate required if travel is for academic credit

CAS TRAVEL PLAN AND PERMISSIONS REQUIREMENTS

**This document is taken largely from VPR** [**Guidelines for requesting permission for research-related out-of-state travel**](https://docs.google.com/document/d/1K0YRGQQK9ZwCYj-OFVSOYuQa5ZhaS16IJvUJGWFzVBk/edit?usp=sharing)

**Guidelines for requesting permission for in-state travel:**

Travelers must **submit a safety plan** that describes ***in detail*** how they will mitigate the risk of exposure to SARS-Co-V2. Please use the information provided at the links below to build a specific plan for your travel request. Plans that simply list the links will not be approved and will be returned for modification.

[Guidelines for risk mitigation](https://docs.google.com/document/d/1WUXfZ0ZcfbWNbsOb1Wz5vVmEIeTT_xOTG2TdnrNKpnY/edit) developed by the Ramping up Research Task Force during summer 2020

Lodging - for shared lodging off-campus, be specific (who is staying where for how long). If unrelated people are sharing indoor space, use the [University Housing Advanced Cleaning Protocol](https://docs.google.com/document/d/1iJOdzYRkfA9qcKMKrhXYhcLZbH5zn-15B5Yy5fqQwGI/edit) to develop your shared housing cleaning plan.

Vehicle travel - follow AppState vehicle COVID-19 guidelines for all vehicles

<https://facilitiesoperations.appstate.edu/services/vehicle-rental>

Public transit - follow CDC Travel guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

***The FACULTY MEMBER should create and Travel Plans that includes:***

1. Normal travel authorization form: person(s), date(s), location(s), rationale, fund number
2. Description of any close interactions with individuals not included in the travel authorization (close interaction defined as <6ft for more than 15 minutes)
3. Confirmation that vehicular travel will abide by ASU vehicle travel policy (above)
4. Safety precautions prior to, during, and after travel to mitigate risk of SARS-Co-V2 exposure and transmission.
5. A contingency plan in case of a positive SARS-Co-V2 test.
6. Lodging details (for shared lodging off-campus, be specific - who is staying where for how long).
7. Detailed cleaning and disinfection procedures if relevant (especially for shared lodging).
8. If students are involved, they are required to submit [signed certification](https://docs.google.com/document/d/1j9rnOV9OwtIrdhb3SSBkAL2PJWTT20_NLCyvG0uoehA/edit?usp=sharing) forms stating they are voluntarily participating in this travel. *Faculty should always provide students with an option to do a project that does not require travel.*

The travel plan (please [use this link](https://docs.google.com/document/d/1y75Y5qknaF0xrsNPmq21W0IadssVxd8g-FN1PEzmZjs/edit) for a template) should be submitted together with the travel authorization, approved by the department chair and the dean of the relevant college before being submitted to Academic Affairs for approval by the Provost and the Chancellor.