

Eastern Michigan University Essential Travel Approval Form

As of March 11, 2020, all university-related non-essential travel to domestic destinations is suspended. Employees may submit a request for essential travel by completing this form and sending it to the Office of the Provost via email at emuprovost@emich.edu.

Traveler _____ **Job Title** _____

Department/Office _____ **Phone** _____

Email _____ **Date** _____

Destination _____ **Travel Dates** _____

Please provide an explanation for how this travel is essential University business continuity or central job functions:

Traveler's Signature

Date