

Employee Business Travel Request Form

Note: NYS and local health agency guidelines around COVID-19 continue to evolve. Employees requesting approval for business travel may be asked to revisit and revise plans based on State, local and the College's current health and safety guidelines. Employees are encouraged to visit the NYS Forward website and Union's COVID-19 Updates for the latest information. Please submit this request form to your Supervisor/Manager for approval. Following their approval, the request will be sent to the Vice-President of your area for final approval.

Name

Department

What is the purpose of your travel?

Describe why your travel is essential at this time, and what are the implications if your travel is postponed to a later date:

Where is your travel destination?

What forms of transportation will you use to reach your destination and during any local travel while visiting your destination?

Please describe the safety protocols that will be in place while at your destination (e.g., in hotels, during meals, local site visits [e.g., museum, library archives], etc.)

What is the planned start date of travel?

What is the planned end date of travel?

Will there be in-person meetings or classes?

What are your plans in the event the destination has an uptick in COVID-19 positive cases during the period of travel?

Please provide details on how you plan to ensure all health, safety, testing and quarantine protocols will be followed for your return to campus during/following travel (e.g., fully vaccinated).