



**College of Liberal Arts—Travel Request during COVID-19 Pandemic
GUIDELINES FOR REQUESTING BUSINESS TRAVEL
Updated for Spring 2021**

Currently, **all business travel must be essential to the mission of the University** and it must be **submitted in Concur**. In-state travel may be approved by the Department Head or supervisor. Out-of-state travel also must be approved by the Dean. International travel also must be approved by the Provost. Consult the Coronavirus Update page on the TAMU website for the latest travel information. *For requests requiring Dean's approval, please add Courtney Stinnett in the College Business Office to the routing after Department Head approves.*

The following information is intended to guide you when requesting approval for business travel, including travel for research or other professional purposes. You may either: (1) respond to the questions below and upload this document with in Concur when you request travel, or (2) use these questions as a guide and create your own document to upload with your Concur request. International travel requests may require additional information by the TAMU System at the time of submission.

Information:

1. Date:
2. Name of Traveler(s):
3. Title:
4. Department:

Rationale:

1. Why is this trip critical to the mission of Texas A&M University and the State of Texas?
2. Can this trip be taken at a later time?
3. If it cannot be delayed, provide detailed evidence to explain why.

Itinerary:

1. Proposed departure date:
2. Proposed return date:
3. Final destination:
4. If you propose to travel to additional locations, list them here:

Transportation and Accommodations:

1. What are your planned methods of transportation while traveling?
2. What are your lodging / housing accommodation plans?

Health and Safety:

1. How will you address safety, health, and security concerns before, during, and after your travel? Include details about social distancing, cleaning, face coverings, testing, and any other measures for containing the spread of COVID-19.

Ensure that your emergency contact information is up to date in Concur.

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