

 Environmental Health and Safety	Effective Date: 02/01/2021	Form Number: EHS_SOP370_ Form_006
	TITLE: Travel Request Form	Responsible Authority: Biosafety Officer (BSO)

Travel Request Form

The travel safety plan will be defined by the nature of the travel. For field studies, the environmental conditions and hazards must be addressed along with any hazards associated with the work being performed. This simply requires identification of the hazards and descriptions of the precautions to be implemented to reduce the risk. With regard to COVID-19, since this is currently an epidemic, it is a constant hazard for all travel, and must be included, i.e. simple description of how the university policy for face coverings, social distancing and sanitation will be met during the travel and work performed. Where dining or lodging are involved, these must also be addressed. If travel by car is proposed, physical distancing in the car and the number of allowable occupants must be considered. For air travel, the plan should include the CDC guidance for travel as information on what to do for air travel. Every proposal is different but we hope we have given you a basic idea on how to write your safety plan.

REQUESTER INFORMATION

Date:

Name:

Title:

Phone Number:

Email:

Number of employees:

Description of Activity:

Description of precaution taken to reduce risk of COVID-19 (face covering, physical distancing, hand hygiene, will food be served):

For EHS Only

Date:

Comments:

Approved Denied

EHS Representative Name: _____

Signature: _____

Emailed Requester Date: _____