All non-essential university travel, both international and domestic (including local travel by motor vehicle) was suspended on March 15, 2020. This notice is to update the process to petition for travel approval for travel that is deemed essential for UO faculty and staff:

**What is Essential Travel?**

International or domestic travel may be deemed “essential” only when the travel demonstrably and significantly advances one or more of the following:

- maintenance of critical business functions;
- continuity of grant funding or completion of grant-required activities and deadlines;
- ability to meet contract deliverable requirements;
- timely and critical research and scholarship opportunities; and
- continuity in academic progress, degree completion, or graduation.

**Steps for Approval of Essential Travel**

**Step 1: Confirm your travel is Essential**

- Review and confirm your travel request meets the essential travel requirements.
- Obtain approval from your respective dean or vice president in writing.

**Step 2: Risk Mitigation Planning and Waiver Form**

- Complete the travel waiver request form. A copy of your completed answers will be emailed to the email indicated in the “traveler email” field.
- Complete the Domestic Travel Acknowledgement of Risks form or the International Travel Acknowledgement of Risks form A copy of this form will be emailed to the email indicated on the waiver form.

**Step 3: Complete Concur Request**

- Create a Concur travel request. The following must be attached to the Concur travel request:
  - Completed Travel Waiver Request Form
  - Completed the appropriate Acknowledgement of Risks form
PDF of email approval from your respective dean or vice president, which confirms your travel is deemed essential.

**Step 3A: If your travel is research related;**

- All research related travel requires an approved research recovery plan.
- The incident management team’s travel advisory group will review the request prior to approval within Concur.

**Covid19 Travel Safety Information and Guidelines**

The UO Incident Management Team is helping to track the COVID-19 situation for campus and responds as quickly as possible to sudden changes in travel restrictions. We remind all prospective travelers to keep abreast of the following sources: Centers for Disease Control and Prevention (CDC), U.S. Department of State, World Health Organization (WHO), U.S. Department of Homeland Security, and similar agencies that are issuing policy in the state or country to which you plan to travel.

**Additional Travel Safety Resources:**

CDC travel guidelines  
Multi-Person car travel guidance  
Cleaner, Disinfectant, & Sanitizer  
Protective Masks  
Physical Distancing  
Vehicle Safety Sheet  
UO Vehicle Use Guidelines and Policies

For questions, please email Travel Safe at travelsafe@uoregon.edu

This information is available on the UO Travel website: travel@uoregon.edu. See: COVID-19 Travel Information, University Related Travel