



**TRAVEL REQUEST FORM FOR MSU BILLINGS VISITS**

Once the Travel Request Form is submitted, it will be reviewed by the appropriate Vice Chancellor. MSUB's Incident Command may also review these requests.

**Sponsoring MSUB Employee:**

**Name:**

**Department/ Unit:**

**Email:**

**Office Phone:**

**Cell Phone:**

**Vice Chancellor to whom the request is being made:**

**Index/Source of Funding:**

**Purpose of the Request:**

Faculty/ Staff/ Administrative Search

Program Accreditation

Other (If other specify here)

**Justification for bring visitors to campus rather than using a distance/remote option:**

**Dates of Expected Visit:**

**Name of Visitor(s):**

Name:

Email:

Contact Phone:

Organization:

City and State of Employment:

City and State of Residence:



**How will the visitor travel to MSUB? (fly, drive, etc.)**

**How will the COVID-19 risk will be minimized during travel?**

**Name of hotel reserved for stay:**

**Distance from Campus:**

**Details for travel to and from the Airport, the Hotel, campus, meal locations.**

**Describe the general plans for meals with the visitor: (See memo on MSUB meal guidelines for more detail) Please specify the details for each meal in your attached itinerary.**

**If the visitor is presenting, please indicate space(s), modalities and how physical distancing will be maintained.**

**The MSUB sponsor will be responsible for contacting the candidate to verify they are symptom free and will report this information to MSUB Incident Command.**

- A) 2 days prior to initiating travel and request an immediate update if anything changes
- B) Every Morning during their visit
- C) 3 days after travel

Initial Here

Attach a detailed itinerary with meeting logistics.