

**From:** [Office of the MSU Provost](#)  
**Subject:** Update to MSU COVID-19 Travel Guidelines  
**Date:** Thursday, February 18, 2021 8:05:14 AM  
**Attachments:** [image003.png](#)

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**MONTANA**  
STATE UNIVERSITY

Office of the Provost

Dear Colleagues,

This message provides updates regarding university travel protocols and guidelines that you may find helpful as we begin planning activities for the spring and summer months.

MSU is still operating under the [MSU COVID-19 Roadmap](#), which prohibits non-essential domestic travel. University-sponsored or university-affiliated domestic travel (in-state and out-of-state) should be replaced by alternative options such as videoconferencing or teleconferencing, whenever possible and when approved by the unit supervisor.

Domestic travel that is deemed central to the mission of MSU and cannot be managed through remote modalities may be deemed essential. Travel requests for essential purposes will be considered on a case-by-case basis as described below. In-State travel that is central to the mission of Montana State University Extension and Montana Agricultural Experiment Station may be deemed essential by MSU.

Faculty and staff who believe they must travel for work that is essential or deemed essential by the university should submit a written request to their supervisor explaining why the travel is necessary and cannot be accomplished remotely or in an alternative way. The travel authorization request form can be accessed [here](#).

The supervisor will forward the written request with any additional input to the appropriate senior administrator who oversees the unit. For example, travel requests related to academics should be reviewed by the Dean, and if approved, advanced to the Provost. Travel requests related to research should be advanced to the unit supervisor and then to the VPREDGE. Travel requests related to MSU Extension should be advanced to the unit supervisor and then to the Director of Extension.

University-affiliated *domestic travel* guidelines will be re-evaluated prior to the end of spring semester and any changes to the guidelines will be communicated to the campus community.

As was announced on [Jan.28](#), Montana State University extended the moratorium on university-affiliated *international* travel to Aug. 17, 2021.

Travel and other COVID-19 related protocols and safety measures will be re-evaluated

on an ongoing basis in response to changing conditions in our county and state. University guidelines and processes that are updated as a result of these changes will be communicated to the campus community and reflected in the [MSU COVID-19 Roadmap](#).

Thank you for your dedication and very hard work. Your efforts are appreciated highly and continue to make a difference in the lives of the people we serve.

Best regards,

A handwritten signature in blue ink that reads "Bob".

**Dr. Robert L. Mokwa | Executive Vice President and Provost**  
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