

From: [Office of the MSU Provost](#)
Subject: Update to MSU-Affiliated Travel Approval Process
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Attachments: [image004.png](#)
[Domestic Essential Travel Request Update040121.docx](#)



MONTANA
STATE UNIVERSITY

Office of the Provost

Dear Faculty, Deans and Department Heads,

Montana State University processes for MSU-affiliated travel will align with the guidelines from the Commissioner of Higher Education that were communicated to all MUS campuses on March 30, 2021. Until further notice, the processes are as follows:

Domestic Travel—within Montana: MSU-affiliated or sponsored travel within Montana is allowed. MSU travelers will adhere to notification and approval standards that were in place prior to the pandemic, which includes completing appropriate forms and obtaining supervisor approval. This can be accomplished electronically using the MSU Chrome River application.

Domestic Travel—outside Montana: Essential MSU-affiliated travel outside Montana is allowed under certain circumstances. Faculty and staff who believe they must travel for work that is essential or deemed essential by the university should submit the pre-travel authorization request form (attached) to their supervisor. The supervisor will review and forward the written request with any additional input to the appropriate senior administrator who oversees the division.

For this purpose, we will use the following workflow:

- Travel requests related to academics should be advanced by the Dean to the Provost, Robert Mokwa.
- Travel requests related to research should be advanced to the unit supervisor and then to the VPREDGE, Jason Carter.
- Travel requests from College of Agriculture personnel, including MAES-related travel should be advanced to the unit supervisor and then to the VP of Agriculture and Dean, Sreekala Bajwa.
- Travel requests from MSU Extension Agents, Extension Specialists or other Extension personnel should be advanced to the unit supervisor and then to the Executive Director of MSU Extension, Cody Stone.

International Travel: Montana State University continues to have a moratorium on MSU-affiliated international travel.

Travel guidelines will be re-evaluated by OCHE and the Regents at the Board of Regents meeting on May 26 and any changes to these guidelines will be communicated to the campus community.

Best regards,

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

Dr. Robert L. Mokwa | Executive Vice President and Provost
Montana State University
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