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 bringing 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.