



REQUEST FOR APPROVAL OF TRAVEL TO PROHIBITED STATES

TRAVELER INFORMATION:

TRAVELER NAME: _____ DEPARTMENT: _____

DESTINATION: _____ DEPARTURE DATE: _____ RETURN DATE: _____

TRAVEL PURPOSE: _____

DESCRIBE THE ESSENTIAL NATURE OF THE TRAVEL, HOW THIS TRIP WILL BENEFIT THE COLLEGE AND WHY THE WORK CANNOT BE COMPLETED AT ANOTHER LOCATION OR AT THE COLLEGE (REQUIRED):

APPROVAL:

DIVISIONAL VICE PRESIDENT:

PRINT NAME: _____ SIGNATURE: _____ DATE: _____

COLLEGE PRESIDENT: (required for President's staff requests)

PRINT NAME: _____ SIGNATURE: _____ DATE: _____

ATTACH THIS FORM WITH YOUR TRAVEL AUTHORIZATION AND SUBMIT BOTH TO THE COLLEGE TRAVEL OFFICE

BACKGROUND:

The College has joined Governor Jay Inslee's ban on non-essential travel to North Carolina. Follow this link for the official [memo](#) sent by the Governor to all Executive Cabinet and Small Agency Heads.

This form can be found on the College travel site at <http://www.evergreen.edu/travel/travelforms>.