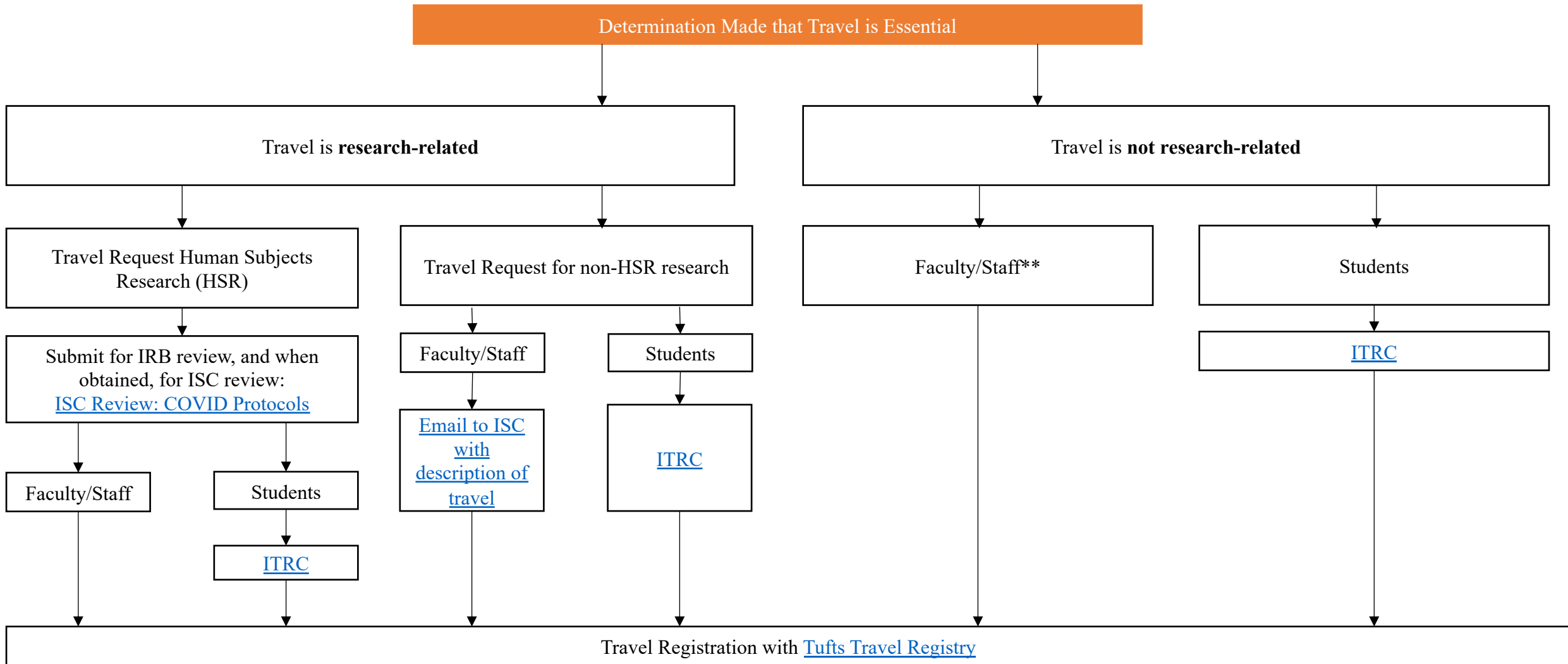


Obtain approval of Dean of School of their designee that travel is essential based on established criteria\*  
See [list of designated approvers by school](#)



**\*Travel is essential if:** activity (research, internship, study, etc.) cannot be done remotely; is needed for degree completion/capstone for career or tenure advancement; postponement would cause significant harm or damage (e.g., compromised research results, prevent degree completion, etc.)

**\*\*Travel Registration for Faculty/Staff on non-research travel triggers a notification to the EAD/Administrative Lead of the school**