**Travel Request for Approval**

**Department of Agronomy and Horticulture, June 1 – 30th**

|  |  |
| --- | --- |
| **PI Name** |  |
| **Proposed Travel Date(s)** |  |
| **Travel Locations(s)** |  |
| **Purpose of Travel** |  |
| **Number of Travelers** |  |
| **Additional Comments:** | |

***Note:*** *Travel is only to be approved if it is necessary to ensure continuity of existing research (or other work), there is low risk of spreading the COVID-19 infection (in either direction), the traveler(s) will practice social distancing, and there are no reasonable alternatives – this is not business as usual and university travelers must take all necessary precautions to protect themselves and others from COVID-19 infection.*

Please check box if the travel aligns with the statement:

The required safety operational plans in place – shared and reviewed by team members

Advance contact\* made with UNL site manager/center director or cooperating non-UNL sites

Agron Farms-East Campus  Agron Farms-Havelock Agron Farms- ENREC

ENREC  SCAL  HAL  WCREC  PHREC  RMF  Non-UNL sites

The travel cannot be delayed without substantially impacting the program or project

There are no alternatives to the proposed travel for completing the work (i.e., someone on site who can perform the work)

Multiple travelers will go to the location(s) in separate vehicles (one traveler per vehicle, unless they cohabitate under normal conditions) to minimize contact

Safe social distancing (6-ft or 2 meters) will be maintained throughout the travel and work performed at all locations

Will use face covering when interacting with one or more persons

For non-UNL sites, owner/manager of the off-campus location agrees to receive university personnel.

The locale(s) to be visited has not experienced community spread of COVID-19

COVID-19 has been reported at locale(s) to be visited

**Approval Signatures: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Contact Information*

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Site Manager or Center Director** | **email** |  |
| ENREEC | Doug Zalesky/ Mark Schroeder | dzalesky@unl.edu; mark.schroeder@unl.edu |  |
| HAL | Bill Kranz | wkranz1@unl.edu |  |
| SCAL | Mike Schlick | mschlick2@unl.edu |  |
| PHREEC | Jeff Bradshaw | jbradshaw2@unl.edu |  |
| Rogers Memorial Farm (RMF) | Stuart Hoff | shoff1@unl.edu |  |
| WCREEC | Kelly Bruns | kelly.bruns@unl.edu |  |
| Agro Farms -ENREEC | Greg Teichmeier | gteichmeier1@unl.edu |  |
| Agro Farms- Havelock or EC | Jenny Stebbing | [jstebbing3@unl.edu](about:blank) |  |