**Travel Request for Approval**

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

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| --- | --- |
| **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:**

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Department Head

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*\*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 |  |