

**FACULTY OF SCIENCE
TRAVEL AND/OR FIELD WORK REQUEST FORM
(UM COVID-19 RECOVERY PLAN)**

Research-related travel and field work are permitted, in accordance with the public health restrictions and requirements of all relevant jurisdictions associated with each trip. Note that all travel must be in alignment with the [Travel and Business Expense policy/procedures](#); please consult these pages for further details. For more information on the University's guidelines and requirements, please see: <https://umanitoba.ca/coronavirus>.

The following information is required prior to travel/field work. Please provide brief, concise details for the following:

- 1) The reason for the trip (no more than 100 words):

- 2) The destination(s):

- 3) The mode(s) of travel:

- 4) The period(s) of the trip(s): [*Note: multiple trips to the same location(s) require a single application*].

Please review the following conditions, and sign at the bottom that all conditions will be met.

1. The objective cannot be achieved remotely (i.e. travel to a site is necessary)
2. The objective cannot be met if travel is delayed.
3. The objective can be met while respecting all relevant health and safety requirements and travel restrictions in all jurisdictions affected (provincial, national, destination country, if relevant. *Note: It is the responsibility of the traveler to determine any destination's requirements*).
4. Any impacts of the proposed travel on UM employment obligations are understood and can be managed.
5. The host organization/site has provided an indication of support, if relevant. (*It is the responsibility of the traveler to determine if support is required*).
6. For additional considerations pertaining to travel in First Nations and Indigenous and Northern Relations communities, please see: <https://www.gov.mb.ca/covid19/testing/index.html>.

Please attach letters of invitation from these communities, and ensure that you abide by any northern or local travel restrictions that are in place for those communities.

7. Vehicle Occupancy Restrictions: If possible or practical, vehicle occupancy should be restricted to a single person (i.e., the operator), but we recognize that for some university-related business and research activities this is not feasible. Going forward, please:
- a. Limit the number of passenger and maximize the space between them.
 - b. Maximize ventilation within the cabin and wear 3-ply masks with multiple passengers.

I have read and agree to the conditions as described.

Please note that COVID related expenses (i.e., RT-PCR tests, mandated quarantine, etc.) are eligible for reimbursement for research/university related travel. However, quarantine expenses on return to Winnipeg at home or personal cottage are not eligible, but if there are exceptional circumstances, then a pre-approval should be obtained from VPRI to cover quarantine expenses at a designated hotel in Winnipeg.

Principal Investigator:

Signature:

email:

Approvals

Department Head:

Please send signed forms to Teresa.Albinet-Lecocq@umanitoba.ca.

Request forms will be reviewed once weekly and applicants will be notified of approvals by email.

Dean or Associate Dean Research: