



## COVID-19 Essential Travel Verification Form

Due to unprecedented challenges related to COVID19 and the YVC Operating Budget development and approval process, this form must be attached to all Travel Authorizations submitted for fiscal year 2020-2021, until further notice.

VP Tomas Ybarra, VP Teresa Rich and President Linda Kaminski must all be included in the Travel Authorization routing after your regular approval routing. The vice president of your department/division should be the first approver of this form.

Please fill out each section of the form, all sections are required.

Name of Requester	
Date	
Description and purpose of trip	
What is the impact if this travel is not approved?	
Budget(s) to be used	
Total Cost of Travel	
Supervising Vice President	X
Vice President	X
President	X