

BUSINESS TRAVEL GUIDANCE

Travel significantly increases the risks of exposure to the coronavirus for our staff and our community. The U.S. Centers for Disease Control and Prevention (CDC) has issued a global level 3 warning – Avoid Nonessential Travel, and continues to discourage domestic travel, noting that, at this time, ongoing community transmission remains “widespread” throughout the United States, as well as in most other countries. Additionally, the United States has placed entry restrictions on individuals arriving from other countries. Please see the following link for the most updated list.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

We will continue to monitor the public health situation and government travel advisories, and adjust our guidance accordingly.*

Non-Essential Travel Restrictions effective June 24, 2020

Duration:

Due to the unknown duration of the COVID – 19 pandemic, this guidance will remain in effect through the period of June, July and August of 2020. The University will continue to monitor conditions and will provide updates as needed and prior to the end of July. This guidance could be extended or changed and further communication will be provided.

Non-Essential Travel

Effective immediately, all University non-essential business travel will remain suspended until further notice. For faculty, travel to attend professional or educational conferences will be suspended during this time period. If the faculty member must attend a conference that is critical for their tenure or promotion review, then a request must be made to the Provost for approval. If however the travel is to a state where quarantine orders are in place or self-quarantine exists for out of state visitors, the travel will not be approved. Staff travel (i.e. professional development) is considered non-essential and will not be approved.

Essential Travel

Faculty and Staff travel is considered essential if it is mission critical, time-sensitive and cannot be postponed. Managers and supervisors should carefully review travel requests with a focus on employee and community safety. The goal of this travel restriction is to minimize spread of the virus. Requests for domestic travel deemed essential by an employee's department head should be forwarded to the appropriate Dean or Vice President for review. Vice Presidents shall maintain final approval for all essential travel. Please note that international travel at this time is also suspended.