



Business Manager Meeting

Business Travel

Business Travel

As the University resumes business travel, please be advised of the following:

- All risk associated with travel are assumed by the traveler.
- Travelers are strongly encouraged to be vaccinated prior to any travel.
- The condition to reapprove the travel two weeks prior to departure has been removed, as it is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related and/or mandated expenses incurred while on business travel are the responsibility of the traveler. COVID-related expenses may include, but are not limited to: any quarantine expenses (i.e., lodging, meals), COVID test going/returning, or treating an illness.

Business Travel

As travel arrangements are made for approved business travel, the following conditions must be met:

- ▣ Airfare purchased must be fully refundable.
- ▣ Lodging cannot be paid in advance, and the first night lodging must be refundable.
- ▣ Conference registration must be refundable.

Travel Approvals

Approvals:

- ▣ **Domestic Travel (In-state & Out-of-State):**
- ▣ Spend Authorization should be completed

International Travel (Out of the U.S.):

- ▣ Non-essential international business travel is prohibited.
- ▣ Only essential international travel should be requested via the **TEMP2, Request for International Travel during COVID-19 Outbreak form** which requires approval of the Department Head, Dean, and Provost.
- ▣ Spend Authorization should be completed with an approved TEMP 2 form attached.