

TRAVEL ADVISORIES AND POLICIES

As we continue to monitor the spread of COVID-19, the University is working to ensure the safety and well-being for all students, faculty, staff and our community at large. As we release this travel advisory update, it is important to note that we did not come to these decisions lightly and did so with the health and well-being of our entire community in mind, while also following federal and state guidelines.

This travel guidance applies to all work-related, university-funded and personal travel.

SUSPENSION OF NON-ESSENTIAL DOMESTIC AND INTERNATIONAL TRAVEL

All non-essential university travel is suspended until further notice. This suspension of travel includes travel that is reimbursed from university funds or grant funds.

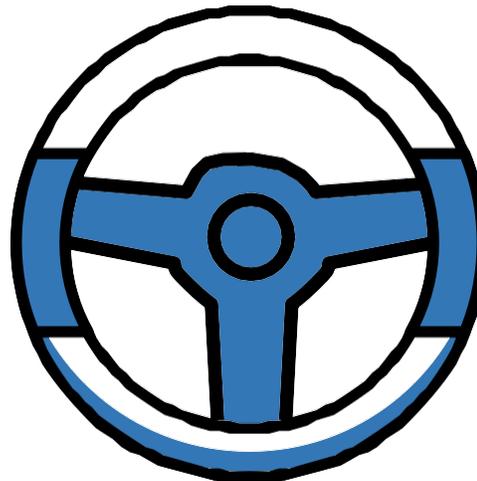
Travel that is deemed essential will require the following review and approvals:

- Faculty and staff travel within the United States must be deemed essential per college/department criteria and reviewed and approved by the employee's chair/director and approved by dean/vice president.
- Faculty and staff travel outside of the United States, including the U.S. territories of Puerto Rico, Guam, American Samoa, U.S. Virgin Islands and Northern Mariana Islands must be deemed essential and requires approval by the employee's chair/director and approval by dean/vice president.
- The university encourages students, faculty and staff to find alternate means of conducting their work associated with non-essential travel.

RETURNING GUIDELINES

If you are traveling from or through a country that has a level 3 Travel Alert, you must inform the University immediately and contact your department head or supervisor for guidance. Upon your return, you must self-quarantine off campus for 14 days.

Additionally, if you have traveled outside the United States or in areas within the United States or areas within the



State of South Carolina where COVID-19 is widespread, the University requests that you self-monitor for symptoms and discuss with your department head your ability to work remotely and self-quarantine off campus for 14 days. A guide that outlines the steps for Self-Quarantine is incorporated as [Addendum 7](#) of this report. Please refer to the [CDC website](#) to learn what you should do if you become sick.

TRAVEL REIMBURSEMENTS

Unauthorized University-sponsored or affiliated travel subject to this advisory will not be reimbursed and may result in disciplinary action.

All domestic or international travel that has happened or is in process up through the date of this travel advisory will be reimbursed in accord with the University Travel Policy.

However, university travel deemed essential that has been approved but has not happened is eligible for reimbursement. Expenses related to the travel that have occurred (airline, registration) may be reimbursed in accord with the University Travel Policy.

TRAVEL CANCELLATIONS

Given the significant uncertainty of COVID-19, employees are encouraged to delay or postpone travel plans unless it is deemed essential per the above guidance. If you must make plans, please pay close attention to cancellation and refund policies and change fees.

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University employees needing to cancel their travel plans due to conference cancellation or personal cancellation out of a health and safety concern should adhere to the guidance below:

The university will reimburse for reasonable flight cancellation or change fees or any other nonrefundable travel expense (e.g. registration, lodging, rental cars) you already incurred due to the COVID-19 virus. You are encouraged to ask for a “change fee waiver” which some airlines are granting under the current circumstances.

All documentation from the airlines regarding the cancellation must be attached to the travel expense report for the reimbursement to be processed. This should include scanned or emailed receipts, change fees, plane tickets, etc. directly related to the expense and should indicate clearly that it was canceled or is nonrefundable.

Submit requests to your supervisor for approval as you would any other reimbursement and submit a travel expense report as normal.

While an airline ticket or other expense may be considered non-refundable, in many instances you are given a “credit” that can be used towards future travel within a certain time period for these types of expenses. These details should be noted in your documentation and you are expected to apply that “credit” towards future university business travel. These credits should be reported to the Controller’s Office Travel Department.

PERSONAL TRAVEL

For the foreseeable future and until further notice, we strongly encourage employees to avoid personal international or domestic travel. Your choices could have serious adverse impacts on your family, other employees, students and the community. Please review your personal and family emergency plans so that you will be prepared as the COVID-19 virus spreads further throughout the United States, our state or community.