



## POLICY

**Title:** UVM Travel Policy Addendum: Fall 2021 Guidelines for Review and Approval of University Travel by UVM Students, Faculty, and Staff

### Policy Statement

The President's June 15, 2020, memo, subsequently accepted by the Board of Trustees, stated that travel is restricted, and only essential research and University business travel will be approved on a case by case basis.

### Reason for the Policy Addendum

This addendum to the existing [UVM Travel Policy](#) offers guidelines for allowable domestic and international travel for academic and UVM business purposes. While these activities are an important part of the academic life of the institution, the current global pandemic requires that travel rules be carefully reviewed and considered. The policy statements and chart below offer guidance on both academic and administrative travel for students, faculty, and staff. The situation will be reviewed in October 2021, and spring 2022 guidelines will be issued at that time if needed, with the understanding that the situation is fluid and subject to change as the Vermont Governor's Office and Centers for Disease Control (CDC) requirements are updated. For this reason, students, faculty and staff should not purchase tickets for spring 2022 travel until updated guidelines are available. Should conditions improve, allowing a sooner update to the guidelines, this addendum will be revised and communicated accordingly. **The policy of holding travel expenditures made on PurCards pending approval of all travel will continue until further notice.**

### Applicability of the Policy

This Policy and accompanying Procedures apply to all members of the University community, including, without limitation, individuals who are faculty, staff, students, contractors, consultants, temporary employees, and affiliates of the University.

### Definition of Essential Travel

Essential travel is defined as:

- Travel/activities necessary to preserve the well-being of study participants (e.g., clinical trials where patient health is at risk if the travel activity is suspended).
- Travel/activities necessary to preserve critical research infrastructure (e.g., cell lines, vulnerable research equipment or collections, health-related equipment repair/maintenance).

- Travel-related sponsored research activities vital to project outcomes that would be permanently compromised by a delay and which cannot be performed by others already on site.
- Travel related to University business that is deemed essential for University functions/operations and has been approved by the designated Vice President.

## Procedures

Travel approvers (Deans and Vice Presidents) should bear in mind that until further notice, approvals for exemptions from international travel restrictions are meant to be applied very conservatively.

Even where such exceptions apply, both travelers and approvers should keep in mind the COVID-19 disease conditions of the intended destination, and the impact of the necessary quarantine for travelers on other work-related activities. Any state-mandated quarantine and testing required upon return to the state, and their impact on work activities, including teaching, research, or necessary on-campus work functions, should be weighed in the approval process.

**Quarantine information:** Current travel quarantine requirements are governed by the State of Vermont Cross State Travel Information. UVM travelers are required to follow all current quarantine and testing requirements at their travel destination, if any, and upon their return from of state travel. More information about Vermont quarantine and testing requirements can be found at the [State of Vermont Department of Health COVID Response website](#).

## Summary of Guidelines for Fall 2021 Travel (For more detailed guidance, see chart below.)

### *Student Travel:*

1. In-state domestic travel is allowed.
2. **Student essential out-of-state domestic travel** (i.e., to complete a required academic program component or engage in essential research) **may be allowed with approval of an appropriate Dean**. In addition, student out-of-state domestic travel to reach and participate in a required or elective internship is allowed with the following approvals: **no Dean's approval is required if the internship activity is taking place in the state of the student's permanent residence. A Dean's office letter of approval is required for all other out-of-state domestic internship travel, including travel out of state as part of an internship primarily located in Vermont.**
3. Until further notice, other domestic travel outside of the state of Vermont will be allowed for University-sponsored or SGA/GSS sponsored extra-curricular activities only with Dean/VP approval.
4. Given current levels of uncertainty, **fall study abroad has been canceled. Information regarding winter break travel study courses and spring semester study abroad will be communicated by October 15, 2021.**
5. **Graduate and medical students may seek an exception from the Dean of the Graduate College or the Associate Dean of Medical Education, respectively, for international travel related to essential research or to fulfill a required educational component of a graduate degree.** In the case of any specific waiver requests, and in preparation for a decision regarding winter break and spring semester 2022 student travel, the University will adhere to the current (November 2019) guidelines regarding [Review of International Travel Involving Students](#), which preclude travel to countries with Level 4, and in most cases, Level 3 Department of State advisories.
6. Going forward, travel authorizations in PeopleSoft will be required for both international and any out-of-state domestic travel that includes an overnight stay for paid students engaging in University business. At least 14 days in advance of any travel, students or their program personnel must complete and submit a travel authorization in PeopleSoft, the University's accounting system. Travel must not begin without official authorization being given. If a student embarks on a trip or charges expenses for the trip without University approval, the

student will be held personally responsible for expenses incurred (i.e., unauthorized charges will not be reimbursed, and if purchased on a PurCard, the unauthorized debt will need to be repaid).

*Faculty, Postdoctoral Fellow, and Employee Travel:*

1. **Domestic research or University business travel, including travel for attendance at conferences, for faculty, staff, and postdoctoral fellows may only occur with the approval of the appropriate Dean, or Vice President.** At least 14 days in advance of any travel, employees must complete and submit a travel authorization in PeopleSoft, the University's accounting system. Travel must not begin without official authorization being given. Travelers are responsible for understanding and adhering to any Vermont State quarantining or testing requirements related to such travel, which should not interfere with scheduled on-campus instruction or other essential job functions. As of May 14, 2021, Vermont no longer requires testing or quarantine for domestic, out-of-state travel.
2. **International research or University business travel are available only through a specific exception approval process.** This process is in place for rare cases of essential international travel. International travelers are responsible for complying with all quarantine and testing requirements of their destination country, and upon return to Vermont.
3. Going forward, travel authorizations in PeopleSoft **will be required for both international and any out-of-state domestic travel that includes an overnight stay.** At least 14 days in advance of any travel, employees must complete and submit a travel authorization in PeopleSoft, the University's accounting system. Travel must not begin without official authorization being given. If an employee embarks on a trip or charges expenses for the trip without University approval, the employee will be held personally responsible for expenses incurred (i.e., unauthorized charges will not be reimbursed, and if purchased on a PurCard, the unauthorized debt will need to be repaid).
4. **Out-of-state leisure travel policy for UVM employees.** When planning international leisure travel that would require quarantine or testing upon return to Vermont, employees must consult with their supervisor and make a reasonable effort to schedule the travel so as to not disrupt unduly the University's operations and to allow enough notice to the University to arrange alternative staffing, if such staffing is necessary and/or possible.

Faculty members with any designated in-person instructional assignments for Fall 2021 courses will, in consultation with their supervisors, formulate clear plans for continuing to meet their responsibilities related to said assignments during the period of any mandated quarantine.

The following paragraphs primarily affect staff and faculty who are unable to work remotely:

Employees shall follow regular departmental procedures to request time off for travel. If the travel requires quarantine or testing upon return to Vermont, and the employee's job responsibilities are not conducive to telework, the employee's request for time off must include the quarantine/test results period. All time off must be approved in advance by the employee's supervisor.

If the request is approved, employees may use leave time to cover the quarantine period, which includes accrued vacation time, compensatory time, personal days, or cultural holidays. Employees may not use sick leave to cover a quarantine period necessitated by travel.

If the employee's request for time off is denied in whole or in part, any subsequent absence during the requested period of time off will be unauthorized and the employee will go without pay (unless required by law). Failure to follow these leave procedures or unauthorized absences will result in appropriate discipline.

The chart below summarized information in the Fall 2021 Travel Policy Addendum. Please also refer to the current UVM Travel Policy.

Traveler/Reason for Travel	Essential Travel Y/N	Domestic Travel In-State	Domestic Travel Out-of-State	International Travel <sup>1</sup>	Approval and Processing Mechanism
Undergraduate Student Study Abroad	N	N/A	N/A	Suspended until December 17, 2021. New guidance will be issued 10/15/21.	Office of International Education
Undergraduate Student Elective Travel (research, conferences, optional class activities)	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21	N/A
Undergraduate Student Travel required for an educational program, course, or degree, including clinical placements, practica, internships	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21	Students contact their Dean's office; for processing travel expenses see <a href="#">Travel Policy</a>
Undergraduate Student Travel required to reach the location of, or participate in, elective internships	Y	Allowed	No approval required if internship is in the state of student's permanent residence; Dean's office approval letter required for other in-person internships requiring travel	None through 12/31/21	Students contact their Dean's office; for processing travel expenses see <a href="#">Travel Policy</a>
Medical Student UVM Elective Travel (research, conferences, optional class activities)	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21	N/A
Medical Student Travel required for an educational program, course, or degree, including clinical placements, practica, internships	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21; exceptions may be available for essential research or training with approval of the Larner College of Medicine Associate Dean for Medical Education, OVPR approvals and waivers, and Provost's signature for authorization.	Students contact their Dean's office; for processing travel expenses see <a href="#">Travel Policy</a>

<sup>1</sup>The International Travel Involving Students Review Process (November 11, 2019) still stands as the process of record for evaluating and approving international travel involving students.

Traveler/Reason for Travel	Essential Travel Y/N	Domestic Travel In-State	Domestic Travel Out-of-State	International Travel <sup>1</sup>	Approval and Processing Mechanism
Graduate UVM Elective Travel (research, conferences, optional class activities)	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21	N/A
Graduate Student Travel required for essential research, or for an educational program, research training, course, or degree, including clinical placements, practica, internships	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21; exceptions may be available for essential research or training with approval of the Graduate Dean and OVPR approvals and waivers, and Provost's signature for authorization.	For domestic travel, students contact their Dean's office; for processing travel expenses see <a href="#">Travel Policy</a> . To initiate an international travel exception request, students should contact the Dean of the Graduate College.
Post-Doctoral Fellow or Postdoctoral Associate non-essential research, conference, or other professional travel	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21.	N/A
Post-Doctoral Fellow or Postdoctoral Associate, essential grant-funded travel (research, conference, or other professional travel)	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21. Exceptions require Dean and OVPR approvals and waivers and Provost's signature for authorization.	Approval by Dean/VP/Provost/OVPR; <a href="#">PeopleSoft Travel &amp; Expense</a>

Traveler/Reason for Travel	Essential Travel Y/N	Domestic Travel In-State	Domestic Travel Out-of-State	International Travel <sup>1</sup>	Approval and Processing Mechanism
Staff other than Postdoctoral Associate, Non-essential research, conference, or other professional travel	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21	N/A
Staff other than Postdoctoral Associate, essential travel (grant-funded research or UVM essential travel)	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21. Exceptions require Dean or VP and OVPR approvals and waivers and Provost's signature for authorization.	Approval by Dean/VP/Provost/OVPR; <a href="#">PeopleSoft Travel &amp; Expense</a>
Faculty non-essential research, conference, or other professional travel.	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21.	Approval by Dean/VP/Provost/OVPR; <a href="#">PeopleSoft Travel &amp; Expense</a>
Faculty essential travel (grant-funded research or UVM essential travel)	Y	Allowed	May be approved by the appropriate Dean or VP based on State and municipal official guidance.	None through 12/31/21. Exceptions require Dean or VP and OVPR approvals and waivers and Provost's signature for authorization.	Approval by Dean/VP/Provost/OVPR; Processed through <a href="#">PeopleSoft Travel &amp; Expense</a>

## Contacts

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Disbursement Center	<a href="mailto:Disburse@uvm.edu">Disburse@uvm.edu</a> <a href="mailto:purcard@uvm.edu">purcard@uvm.edu</a> 802-656-4192
Purchasing Services (for questions about auto rentals)	<a href="mailto:purchasing@uvm.edu">purchasing@uvm.edu</a> 802-656-6610

## Forms/Flowcharts/Diagrams

- See [Travel Policy](#)

## Related Documents/Policies

- See [Travel Policy](#)

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Vice President for Finance & Administration	<b>Approval Authority:</b>	President
<b>Policy Number:</b>	4.14.3d	<b>Effective Date:</b>	July 29, 2021
<b>Revision History:</b>	Approved by the President January 14, 2014 Accepted by the Vice President for Finance and Treasurer January 13, 2014 Fall 2020 addendum approved by the President September 14, 2020 Spring 2021 addendum approved by the President January 2021 Summer 2021 addendum approved by the President March 2021, amended April 6, 2021 and May 19, 2021 Fall 2021 addendum approved by the President July 29, 2021		

*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#)*