



POLICY

Title: UVM Travel Policy Addendum: Summer 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, as well as for leisure travel that will affect an employee's work due to mandatory quarantining. While these activities are an important part of the academic life of the institution, the current 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 June 2021, and fall 2021 guidelines will be issued at that time, 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 fall 2021 travel until updated guidelines are available. Should conditions improve, allowing travel to resume sooner than fall 2021, this addendum will be revised and communicated accordingly. The policy of holding travel expenditures made on PurCards pending approval of 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 beyond Vermont is limited to:

- 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 approvals for exemptions from travel restriction are meant to be applied very conservatively. Given the vulnerability of the campus to COVID-19 risk, exceptions should be rare. **Travel related to any work, meeting, or other activity that can be accomplished remotely or postponed without impacting productivity will not be approved.**

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. Since quarantine is required for unvaccinated individuals upon return to the state, the impact on work activities, including teaching, research, or necessary on-campus work functions, should be weighed heavily in the approval process.

Quarantine information: For travel outside the state of Vermont, as of November 10, 2020, a 14-day quarantine is required upon return. Current travel quarantine requirements are governed by the [State of Vermont Cross State Travel Information](#). More information about quarantine can be found at the [State of Vermont Department of Health COVID Response website](#).

Summary of Guidelines for Summer 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) **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. No other domestic travel outside of the state of Vermont will be allowed for University-sponsored or SGA/GSS sponsored extra-curricular activities.
4. Given current levels of uncertainty, **no student international travel (including graduate and medical students) will be approved until at least August 15th 2021.**
5. In the case of any specific waiver requests, and in preparation for a decision regarding fall 2021 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.

Faculty, Postdoctoral Fellow, and Employee Travel:

1. **Domestic research or University business travel 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 quarantining requirements related to such travel, which should not interfere with scheduled on-campus instruction or other essential job functions (see 5. Out of State Leisure Travel section below).
2. **No international research or University business travel is expected to be permitted.** An exception approval process is in place for rare cases of essential international travel.
3. Going forward, travel authorizations in PeopleSoft **will be required for both international and domestic travel.** 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 leisure travel out-of-state that would require quarantine 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 summer 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 out-of-state. If the out-of-state-travel requires quarantine 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 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 out-of-state leisure 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 Summer 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 ¹	Approval and Processing Mechanism
Undergraduate Student Study Abroad	N	N/A	N/A	Suspended until August 15, 2021.	Office of International Education
Undergraduate Student Elective Travel (research, conferences, optional class activities)	N	Allowed	Suspended per President Garimella memo of 6/15/20 or restricted by UVM Board of Trustees resolution of 6/15/20	None through 8/15/21	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 based on State and municipal official guidance. Final approval by Provost or designate.	None through 8/15/21	Students contact their Dean's office; for processing travel expenses see Travel Policy
Medical Student UVM Elective Travel (research, conferences, optional class activities)	N	Allowed	Suspended per President Garimella memo of 6/15/20 and accepted by UVM Board of Trustees	None through 8/15/21	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 based on State and municipal official guidance. Final approval by Provost or designate.	None through 8/15/21	Students contact their Dean's office; for processing travel expenses see Travel Policy

¹ 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 ¹	Approval and Processing Mechanism
Graduate UVM Elective Travel (research, conferences, optional class activities)	N	Allowed	Suspended per President Garimella memo of 6/15/20 and accepted by UVM Board of Trustees	None through 8/15/21	N/A
Graduate Student Travel required for an educational program, course, or degree, including clinical placements, practica, internships	Y	Allowed	May be approved by the appropriate Dean based on State and municipal official guidance. Final approval by Provost or designate.	None through 8/15/21	Students contact their Dean's office; for processing travel expenses see Travel Policy
Post-Doctoral Fellow or Postdoctoral Associate non-essential research, conference, or other professional travel	N	Allowed	Suspended per President Garimella memo of 6/15/20 and accepted by UVM Board of Trustees	None through 8/15/21	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 based on State and municipal official guidance. Final approval by Provost or designate.	Suspended through 8/15/21. Exceptions require Dean and OVPR approvals and waivers and Provost's signature for authorization.	Approval by Dean/VP/Provost/OVPR; PeopleSoft Travel & Expense
Staff other than Postdoctoral Associate, Non-essential research, conference, or other professional travel	N	Allowed	Suspended per President Garimella memo of 6/15/20 and accepted by UVM Board of Trustees	None through 8/15/21	N/A

Traveler/Reason for Travel	Essential Travel Y/N	Domestic Travel In-State	Domestic Travel Out-of-State	International Travel ¹	Approval and Processing Mechanism
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. Final approval by Provost or designate.	Suspended through 8/15/21. Exceptions require Dean or VP and OVPR approvals and waivers and Provost's signature for authorization.	Approval by Dean/VP/Provost/OVPR; PeopleSoft Travel & Expense
Faculty non-essential research, conference, or other professional travel.	N	Allowed	Suspended per President Garimella memo of 6/15/20 and accepted by UVM Board of Trustees	None through 8/15/21	N/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. Final approval by Provost or designate.	Suspended through 8/15/21. Exceptions require Dean or VP and OVPR approvals and waivers and Provost's signature for authorization.	Approval by Dean/VP/Provost/OVPR; Processed through PeopleSoft Travel & Expense

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	Disburse@uvm.edu purcard@uvm.edu 802-656-4192
Purchasing Services (for questions about auto rentals)	purchasing@uvm.edu 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

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	President
Policy Number:	V. 4.14.3C	Effective Date:	March 18, 2021
Revision History:	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		