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## SEC-046: COVID-19 Health & Safety Requirement I Restrictions on Travel for Business & Instructional Purposes

Applies To:  
Academic Division.

Reason for Policy:  
The University is committed to maintaining a safe work and learning environment for its faculty, staff, and students. Despite significant recent progress in combating the threat from COVID-19 with a quickening pace of vaccinations among University personnel, both domestic and international travel, especially in confined communal spaces such as airplanes and trains, along with the prospect of the emergence of new vaccine-resistant COVID variations, warrant continued caution while undertaking travel on behalf of the University.

Definition of Terms in Statement:

- **Graduate Medical Education (GME) Trainee:**  
An individual who is employed by the University of Virginia Medical Center as a trainee in an Accreditation Council for Graduate Medical Education (ACGME) accredited or non-ACGME accredited post-graduate training program.
- **International Travel:**  
Travel to outside of the 50 United States and the District of Columbia. NB: travel to U.S. territories and other possessions of the U.S. is considered international travel and is thus subject to the requirements of this policy.

Policy Statement:  
Given the continuing risk associated with the disease caused by coronavirus (COVID-19) in the United States and around the world, the University asks that travel for business and instructional purposes follow these guidelines:

1. **International Travel:**  
All University-related international travel by faculty and staff must follow the policy on

[Faculty and Staff International Travel](#), by registering all such travel on the [International Travel Registry](#), paying special attention to requirement for all travelers to closely monitor [Department of State](#), [Centers for Disease Control](#), and other sources warning information on the COVID-19 threat at their destination(s).

All students and Graduate Medical Education (GME) Trainees traveling outside of the national borders of the United States for University-related purposes must adhere to policy [PROV-010: Student International Travel](#).

The University strongly encourages adherence to both [Virginia Department of Health \(VDH\)](#) and [Centers for Disease Control & Prevention \(CDC\)](#) guidelines before, during, and after international travel.

2.

**Domestic Travel:**

Employees may perform University-related domestic travel, as long as travelers follow [CDC guidelines](#), which call for individuals to be fully vaccinated with an FDA-authorized COVID vaccine before they travel. The University strongly encourages adherence to both [VDH guidance](#) for travelers and [CDC considerations](#) on traveling away from your local community in the United States.

3.

**Off-Grounds Instructional Activities:**

Off-Grounds excursions to historical sites, cultural and artistic centers, community-based organizations, and other locations have become an increasingly integral and important feature of coursework at UVA. Faculty who assign off-Grounds, in-person, instructional activities must ensure that participating students respect all public health measures in place at such destinations and on the modes of transportation used to reach and return from them.

Questions regarding off-Grounds instructional activities should be directed to the [Office of the Executive Vice President & Provost](#).

4.

**Travel Reimbursement:**

If you must cancel University travel, seek waivers and refunds directly from the airlines and hotels first. If airlines and hotels are not issuing waivers or refunds, employees can submit expense reimbursement requests through [ExpenseUVA](#) after the date of travel. For more information, please see the [Travel and Expense](#) website and the more specific [Travel and COVID](#) site. If you have a question that isn't covered on either of these sites, contact the travel team at [travel@virginia.edu](mailto:travel@virginia.edu) or 434-924-4121.

5.

**Personal Travel:**

If you must travel, we ask all University faculty, staff, and students to take account of [state and territorial health department websites](#) and the [Centers for Disease Control and Prevention](#) for the latest travel guidance. The University strongly encourages adherence to VDH and CDC guidance for travelers.

**Compliance with Policy:**

The University may refuse to fund or reimburse any expenses connected with University-Related travel not conducted within the terms of this policy.

**Effective Term of the Policy:**

This policy will remain in effect for the foreseeable future. The University may implement additional restrictions as it monitors the impact of travel and the spread of COVID-19.

Questions about this policy should be directed to [Procurement and Supplier Diversity Services](#), the [Office of the Executive Vice President & Chief Operating Officer](#), or the [Office of the Executive Vice](#)

[President & Provost.](#)

Effective Date: 04/10/2020 Last Revised Date: 06/15/2021 Policy Type: University  
Contact Office: [Procurement and Supplier Diversity Services, Executive Vice President and Chief Operating Officer \(Office of the\), Executive Vice President and Provost \(Office of the\)](#)  
Oversight Executive: President of the University

## Related Information:

[FIN-019: Acceptance of Gifts and Special Benefits from Vendors](#)[PROV-010: Student International Travel](#)[UVAHealth: Wellbeing & Travel Information](#)[CDC: Returning from International Travel](#)[CDC: Considerations for Travelers \(inside the U.S.\)](#)[CDC: Running Essential Errands](#)[VDH: Travelers](#)

Major Category: Safety, Security and Environmental Quality  
Category Cross Reference: Finance and Business Operations  
Next Scheduled Review: 06/01/2023  
Approved by, Date: President of the University, 04/10/2020  
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