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

Date: 04/10/2020 Status: Final Last Revised:

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

Applies To: Academic Division and the College at Wise.

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Reason for Policy:

The University is committed to maintaining a safe work and learning environment for its faculty, staff, and students. Travel, especially in confined communal spaces such as airplanes and trains, increases exposure to COVID-19. To mitigate those risks, the University is imposing restrictions on certain types of international and domestic travel.

Definition of Terms in Statement:

- International Travel:
Travel outside the United States. (*For reimbursement rates, this would also include travel to Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and possessions of the United States.*)

Policy Statement:

Given the continuing risk associated with the disease caused by the novel coronavirus (COVID-19) in the United States and around the world, the University is restricting international and non-essential domestic travel for business and instructional purposes for the foreseeable future.

1.

International Travel:

All University-related international travel is prohibited. For an exception to the **prohibition on international travel**, which requires approval from the Office of the Provost, see Procedures below. **Any international University travel without a formal exception from the Office of the Provost will not be funded or reimbursed.**

2.

Non-Essential Domestic Travel:

All non-essential domestic University-related travel is prohibited. *Essential travel* is defined as supporting activities that are absolutely necessary, cannot be rescheduled, and must be done in person. If a supervisor, associate dean, or dean deems the travel essential, it will be reimbursed. If not, **it will not be reimbursed**. No formal approval from the Office of the Provost is required.

3.

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 or 434-924-4121.

4.

Personal Travel:

The University discourages non-essential personal travel. If you must travel, we ask all University faculty and staff to take account of this guidance as they evaluate their own personal travel. Check the [state and territorial health department websites](#) for the latest information. If you do travel internationally, it is important to note that return may be difficult. Please consult the [Centers for Disease Control and Prevention](#) for details.

5.

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.

6.

Compliance with Policy:

Failure to comply with the requirements of this policy may result in disciplinary action in accordance with relevant University policies. Additionally, the University may choose to recover any reimbursement or expense paid to or on behalf of any faculty, staff, or student for non-essential travel, unapproved international travel or essential domestic travel.

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](#).

Procedures:

If you require an exception to the **prohibition on international travel**, please request an

application from the Office of the Provost at COVIDTravel@virginia.edu. Requests for exceptions to the policy will be evaluated for approval based on the following set of considerations:

- The potential benefit of travel with regard to the mission of the University.
- The necessity of the travel in order to achieve the anticipated benefit.
- The potential risk to personal health and safety.
- The University's ability to assist in a return to the United States in emergency circumstances.
- The risk to the health and safety of the University and Charlottesville community.

Please note that due to the health and safety risks associated with travel during a pandemic, the University anticipates a limited number of approvals and only in exceptional circumstances. Any international University travel without a formal exception from the Office of the Provost will not be funded or reimbursed.

Related Information:

[UVAHealth: Wellbeing & Travel Information](#)

Major Category: Safety, Security and Environmental Quality

Category Cross Reference: Finance and Business Operations

Approved by, Date: President of the University, 04/10/2020

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