

UConn Travel Suspension FAQs

Updated: March 20, 2020

General Information

- 1) What does the travel suspension apply to?
 - a. All domestic and international, university sponsored travel outside of the state by faculty and staff is suspended until further notice.
 - b. This includes out of state travel in a personal vehicle with mileage reimbursement.
 - c. Any exception needs to be approved by university leadership (see below under Exceptions - Travel).

- 2) Does the travel suspension include student travel/Student Activities bus trips?
 - a. University sponsored out-of-state student travel – that is any travel funded student fees, including but not limited to USG funded, Tier-III organization funded, etc. – is cancelled through end of semester
 - b. Out-of-state student travel NOT funded by student fees is strongly discouraged and any students who do travel are asked to notify their academic department/unit or Student Activities in advance. Student Activities may be contacted at getinvolved@uconn.edu.

- 3) If I am already travelling, do I need to return to my duty station immediately?
 - a. Please contact your Department Head, Dean's Office, and/or the Provost's Office (860-486-4037, provost@uconn.edu) to discuss the specifics of your circumstances and further guidance.
 - b. If you are engaged in international travel the university is requesting that you return immediately to Connecticut. If you have questions or need assistance, please contact Global Affairs (global@uconn.edu). If you are required to report in person you should fill out this [form](#) before returning to work. The [Human Resources FAQ page](#) can also offer further guidance.

- 4) Do I need to self-quarantine when I return from travel?
 - a. Please contact Global Affairs (global@uconn.edu) for current U.S. State Department requirements for travelers returning to the U.S.

- 5) If I am on sabbatical and I have questions about upcoming travel or my current situation, who should I contact?
 - a. Please contact your Department Head, Dean's Office, and/or the Provost's Office (860-486-4037, provost@uconn.edu) to discuss the specifics of your circumstances and further guidance.
 - b. If you are engaged in international travel, the university is requesting that you return immediately to Connecticut. If you have questions or need assistance, please contact Global Affairs (global@uconn.edu).

Exceptions – Travel

- 6) How do I request an exception for essential travel?
 - a. If you are a faculty member, academic staff, or a postdoc, you must complete the online waiver for travel here: https://uconn.co1.qualtrics.com/jfe/form/SV_1AeHfUVB1CHVvet
If you have an approved waiver, that waiver needs to be provided to Key Travel and/or Sanditz at the time of booking.
 - b. All other staff please request the exception in writing from the appropriate operational leadership office to whom you report (President, EVP for Administration/CFO, CEO of UConn Health). If approved, this waiver needs to be provided to Key Travel and/or Sanditz at the time of booking.
 - c. During the travel suspension, all travel bookings after March 9 must be completed through our University Travel Management Company ([Sanditz](#) or [Key Travel](#)). If you book outside of the University, you may not be reimbursed for any out of pocket expenses.
 - d. If travel is essential to particular job functions you are still required to request an exception in writing from the appropriate operational leadership to whom you report.

- 7) If my duty station is not within the state of CT, am I allowed to travel back to my duty station without a waiver if I am travelling on official University business?
 - a. If you are currently traveling and want or need to travel back to Connecticut, you do not need a waiver to return.
 - b. All travel changes or bookings after March 9 must be completed through our University Travel Management Company ([Sanditz](#) or [Key Travel](#)).
 - c. If you need assistance for international travel, please contact global@uconn.edu, if you need assistance related to faculty and or academic staff travel, please contact provost@uconn.edu.
 - d. Email travel@uconn.edu with any travel questions.

- 8) What if my travel is connected to research conducted as part of a grant or other sponsored project?
 - a. The travel suspension covers all travel that would be performed as part of your regular job duties. This includes travel as part of a grant or sponsored project.
 - b. If you believe that you have an individual situation where an exemption for travel should be granted in relation to your research, you should make a request via the Provost's Office: https://uconn.co1.qualtrics.com/jfe/form/SV_1AeHfUVB1CHVvet

- 9) If I am a student, can I request an exception to allow out-of-state travel?
 - a. Requests to the Provost's Office for travel exceptions are intended only for faculty, academic staff and post docs.
 - b. Graduate students should contact Dean Holsinger kent.holsinger@uconn.edu, if they believe that they may qualify for an exception.
 - c. Undergraduates, graduate students and post docs cannot directly request exceptions for travel associated with grants or sponsored projects. Waivers for travel associated with a grant or sponsored project must be requested by the faculty (PI) via the Provost's Office: https://uconn.co1.qualtrics.com/jfe/form/SV_1AeHfUVB1CHVvet

- 10) Can I still bring in job candidates/recruits from out of state or do I need to request a waiver?
- a. At this time the Provost will not be approving external candidates' travel to campus. If you have questions relating to academic job positions, you should contact the Provost's Office (provost@uconn.edu).
 - b. Questions related to other job searches should be directed to Human Resources.

Travel Cancellations

- 11) If I paid out-of-pocket for an upcoming business trip that has been cancelled, can I submit my expenses for reimbursement?
- a. If your transaction date is prior to March 9 or you had an exception to travel approved which was subsequently cancelled: Travelers are encouraged to attempt to obtain a refund directly from the vendor. Many airlines and other travel related vendors are waiving cancellation and change fees.
 - b. If you cannot receive a full refund but receive a credit for a future trip, the out of pocket expenses will be reimbursed after this future business trip.
 - c. In some cases we will grant an advance to those travelers that have incurred a financial hardship for these out of pocket expenses. The advance will be reversed after the future business trip. If the out of pocket expenses become non-refundable and non-usable by the traveler, we would work with you to reverse the advance and expense the non-usage expenses to your departmental account.
 - d. Grants or other sponsored projects may not be charged for cancelled travel costs unless the sponsor specifically allows it. The University is closely monitoring federal sponsor guidance for any change in requirements due to the impact of the Coronavirus. As of this date, only the National Institutes for Health (NIH) has released guidance allowing for these costs to be directly charged to the grant when they would have been otherwise allowable, see Flexibilities Available for Applicants and Recipients of Federal Financial Assistance Affected by COVID-19. https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html?utm_campaign=+42008205&utm_content=&utm_medium=email&utm_source=govdelivery&utm_term
- 12) Can I charge expenses for cancelled trips to a grant?
- a. Grants or other sponsored projects may not be charged for cancelled travel costs unless the sponsor specifically allows it. The University is closely monitoring federal sponsor guidance for any change in requirements due to the impact of the Coronavirus. As of this date, only the National Institutes for Health (NIH) has released guidance allowing for these costs to be directly charged to the grant when they would have been otherwise allowable, see Flexibilities Available for Applicants and Recipients of Federal Financial Assistance Affected by COVID-19. https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html?utm_campaign=+42008205&utm_content=&utm_medium=email&utm_source=govdelivery&utm_term
- 13) What do I do with the charges and/or refunds that come into my queue in Concur?
- a. Whether or not you receive a refund, you will still need to create an expense report in Concur to reconcile all University card charges. You will add both the charge and any refund transaction to the same expense report and submit.

- b. For those expenses incurred that relate to cancelled trips or other travel expenses tied directly to the Coronavirus, for UConn Storrs and Regionals you should be identifying those costs using the identifying code: **COVID19** in the project field in Concur or KFS.
 - c. Contact Accounts Payable with any questions.
- 14) I have booked travel and/or scheduled an event under a contract/purchase order that has been cancelled due to the COVID-19 travel suspension. The vendor is requesting payment and/or holding my deposit. Who do I contact about our options for refunds?
- a. Employees should contact the Buyer in Procurement who can review the contract/PO and provide additional information. If you do not know the buyer, please contact 860-486-2289.
- 15) I have travel that has been booked for a date in the future (May, June, etc.). Do I need to cancel that travel now or should I wait until closer to the trip?
- a. If the event you are attending has been cancelled or postponed then yes, you should be working on cancelling any travel that had been booked.
 - b. UConn continues to monitor information and guidance involving the spread of COVID-19. You should continue to review these updates as it relates to future travel plans.

Important Contacts:

Provost's Office
Provost@uconn.edu

Global Affairs
global@uconn.edu

Travel Services
travel@uconn.edu

Accounts Payable
apinquiries@uconn.edu

Human Resources
hr@uconn.edu