

UConn Travel Suspension FAQs

Updated: August 17, 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. Waivers may be granted for required travel. A *COVID19 Travel Waiver Request for Concur* form (found on the travel.uconn.edu website) must be attached to the Travel Request in Concur and will be reviewed by the Dean, head of Grad School, or EVP to determine whether requested travel is necessary and allowable. An additional approval step will be added to the Concur Travel Request to review for necessity.
 - d. Currently, an additional waiver will also have to be submitted for all international travel. Details can be found here: <https://global.uconn.edu/home-2/travel-immigration/international-travel-information/>
- 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 currently suspended until further notice.
 - 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) Do I need to self-quarantine when I return from travel?
 - a. Please review HR's important message about out of state travel and required quarantine: <https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/07/employee-domestic-travel-faqs.pdf>
- 4) 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.

Exceptions – Travel

- 5) How do I request an exception for essential travel?
 - a. If you are a faculty member, staff, graduate student or a postdoc, you must complete a Travel Request in Concur and attach the *COVID19 Travel Waiver Request for Concur* to the Concur Travel Request. This form is found in the travel.uconn.edu website.
 - b. Deans, Head of Graduate School or EVP will review required to ensure that travel is required.

- c. Currently, an additional waiver will also have to be submitted for all international travel. Details can be found here: <https://global.uconn.edu/home-2/travel-immigration/international-travel-information/>
 - d. No travel should be committed without a full approved Travel Request in Concur.
- 6) 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 complete a Travel Request in Concur and attach the COVID19 Travel Waiver for Concur form.
 - c. Deans, Head of Graduate School or EVP will review request to ensure that travel is required.
- 7) 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.
- 8) What if my travel is several months in advance and I want to book a ticket, can I get an exemption now?
 - a. Exemptions will only be granted according to our current guidelines.
 - b. Any exemptions are subject to change if the current guidelines change. Submitting a request in advance may mean that the exemption could still be revoked closer to the date of travel.

Travel Cancellations

- 9) 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

10) 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

11) 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 Travel Services with any questions at travel@uconn.edu.

12) 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.

13) I have travel that has been booked for a date in the future. 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