

## UConn Work-Related Travel FAQs

Updated: July 20, 2022

**Unvaccinated travelers are responsible for ensuring they understand requirements related to their vaccination status and travel as directed by HR. Please see <https://hr.uconn.edu> for guidance.**

- 1) Are there currently any restrictions for work-related travel in relation to the Covid-19 pandemic?
  - a. No restrictions remain on travel in relation to the Covid-19 pandemic.
- 2) Do I need approval to travel?
  - a. All travel (except in-state mileage reimbursement) should be pre-approved in Concur, in accordance with University policy. This pre-approval is required irrespective of the Covid-19 pandemic.
- 3) Are there any restrictions to travel internationally?
  - a. International travel does not require any additional approvals related to Covid-19, but travelers should check on [restrictions](#) in the country to which they are traveling.
  - b. In addition, employees are required to complete Global Affairs Travel Waivers when traveling to countries the State Department categories as level 3 and 4 - for non Covid-19 related reasons
  - c. No international travel should be scheduled without a fully approved travel request in Concur.
- 4) How can I book travel?
  - a. All travelers should be utilizing the University's Travel Management Company, [Anthony Travel](#), to book all airline travel. Your T-Card should be used for all travel bookings.
  - b. Flights can also be booked online in Concur which route to Anthony Travel for ticketing.
  - c. See <https://travel.uconn.edu/> for links to Anthony Travel and T-Card applications.
- 5) What happens if I book travel through Anthony Travel, but my trip is cancelled, or I have to change my plans.
  - a. Anthony Travel will handle ticket cancellations for cancelled travel. Please [contact Anthony Travel](#) immediately when you need to make any changes or cancellations.
  - b. For all other incurred charges, you should seek a full refund. Please contact Travel if you have any questions or need assistance [travel@uconn.edu](mailto:travel@uconn.edu).
- 6) What happens if I didn't book travel through [Anthony Travel](#) (e.g., tickets were booked on Expedia or directly with an airline) and my trip is canceled or I have to change my plans. Will I get reimbursed for tickets purchased through another travel agency?
  - a. No, the University cannot reimburse for tickets purchased outside of Anthony Travel when a trip has been cancelled. If you do not take the trip, there is no basis for the University to reimburse funds.
  - b. If the traveler used their University T-Card to purchase tickets outside of Anthony Travel, they could be personally liable and will be required to reimburse the University for cancelled non-reimbursed travel.
  - c. We strongly recommend using Anthony Travel to ensure you are protected against any personal financial liability for travel costs whenever traveling for work, but particularly during continued Covid-19 related uncertainty.
  - d. Contact Travel at [travel@uconn.edu](mailto:travel@uconn.edu) for additional questions.
- 7) Can I still obtain support to attend conferences or other professional development activities remotely?
  - a. Guidance on AAUP and OVPR Faculty Travel Funding is available at <https://ovpr.uconn.edu/services/research-development/faculty-travel/>.
- 8) Does my vaccination status make any difference in my ability to travel domestically?
  - a. Vaccination status will not impact domestic travel approvals.

- 9) How can I get information about Covid-19 testing requirements for international travel?
- Details are available on the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>
- 10) If my travel is several months in advance and I want to plan my trip now, what should I do?
- All travel must be pre-approved in Concur prior to departure, so we encourage the submission of a Concur request well ahead of planned travel.
  - We strongly encourage all faculty, post docs, researchers, students and staff to utilize the University's travel agency, Anthony Travel, when ready to book any travel ([travel.uconn.edu](http://travel.uconn.edu)). If your plans have to change, Anthony Travel can work on your behalf to rebook tickets or obtain credits for any canceled flights.
  - As part of the planning process, prospective travelers should plan ahead and apply for the University's Travel Card (T-Card) and attend either a full training on travel or refresher training found at [travel.uconn.edu](http://travel.uconn.edu).
  - Please note, Pro-Cards can no longer be used for travel related expenditures.
- 11) Can I extend my business trip with personal travel?
- Yes, you may combine travel for personal and business reasons subject to the guidelines as established in the [travel policy](#) and supervisor approval.
  - Note: Personal travel also includes any time during which you might be undertaking consulting activities approved through the [faculty consulting approval process](#).
  - The University will not pay for expenses incurred during additional personal days or any other personal travel expense.
  - The traveler must obtain supporting documentation and justification from the time of the booking that the travel that includes personal travel does not exceed the cost if the traveler just traveled for business.
  - Failure to provide supporting documentation and justification may result in the travel expenditures not being reimbursed.
  - Contact [travel@uconn.edu](mailto:travel@uconn.edu) with any questions.
- 12) What if I choose to drive instead of fly to my domestic destination when flying would normally be the most economical option?
- You must contact Travel Services at [travel@uconn.edu](mailto:travel@uconn.edu) in advance of planning your trip to review options for not traveling by air to your destination and what could be allowed for reimbursement in accordance with University policy.
  - A request for mileage reimbursement that is higher than the cost of a flight may not be eligible for full reimbursement.** Contact Travel Services prior to traveling for assistance. [travel@uconn.edu](mailto:travel@uconn.edu)
- 13) What happens if I test positive for COVID while on UConn International Travel?
- UConn Travelers on international business should contact [CISI](#) insurance for information regarding medical expenses. [claimhelp@mycisi.com](mailto:claimhelp@mycisi.com)
  - CISI also has a quarantine benefit that may provide reimbursement of expenses up to \$2,000 for meals, lodging and airline changes if the traveler is required to quarantine.
  - Travelers should follow [CDC guidelines](#) for international travel.
  - Contact [travel@uconn.edu](mailto:travel@uconn.edu) with any specific questions.

## Important Contacts:

Provost's Office : [provost@uconn.edu](mailto:provost@uconn.edu)

Global Affairs: [global@uconn.edu](mailto:global@uconn.edu)

Travel Services: [travel@uconn.edu](mailto:travel@uconn.edu)

OVPR (includes AAUP/OVPR Faculty Travel Fund): [research@uconn.edu](mailto:research@uconn.edu)

Anthony Travel: <https://travel.uconn.edu/anthony-travel/>