

Travel Modification Update

Considering the planned re-population of our campus for the Fall 2021 term, and the expected widespread availability of the COVID-19 vaccine, the restrictions previously placed on travel will be lifted **effective June 1, 2021** with the following guidelines:

Domestic Travel

- **Beginning June 1, 2021 through December 31, 2021**, Domestic travel will need to be approved by the Division VP for your area.
- Systemwide meetings will be considered on a case by case basis; many may continue to be held virtually, if it is not essential to be in person.

International Travel

- The final decision on which countries will be approved for travel is still pending, but expected to be issued soon.
- International travel will continue to be approved by the President.

Important Travel Information

- Travelers must obtain approval to travel using a [travel authorization form](#). Note that an Adobe version is available in Workflow entitled [AP-Travel Authorization Form \(SELF\)](#)
- Travelers must adhere to all travel policy and procedures. Please refer to the [campus travel website](#) for policy information and Certify Travel reimbursement training tools.
- Supervisors must carefully review requests with a focus on student and employee health and safety.
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