

Protocol: Interim COVID-19 International and Domestic Travel Protocol

Date: August 18, 2020 (Revised 5/3/21)

Issued by: Accounts Payable Department / Controller’s Office

Affected parties: Faculty and staff members, consultants and any other individuals who travel on authorized university business. Students seeking to travel internationally should also refer to the [International Travel Policy](#) 04.16.04.

Purpose	<ol style="list-style-type: none"> 1. Safeguard the university community while considering the need for essential travel 2. Define interim travel process for booking domestic and international travel 3. Outline how to request a COVID-19 International Travel Exemption
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Overview of travel guidance

Effective Aug. 24, 2020, and in accordance with the Philadelphia Department of Public Health (PDPH), the Centers for Disease Control and Prevention (CDC) and International SOS, the university suspended all travel both domestic and international to those destinations with elevated cases of COVID-19. With the start of the summer 2021, the university will allow for pre-approved domestic travel to resume. International travel is suspended until further notice, unless deemed essential and necessary for the university’s normal course of operations. This protocol is intended to define the interim travel process for booking domestic and international travel, and until further notice, with a status review each semester through the end of the pandemic. The university seeks to safeguard its community while considering the need for essential travel. This protocol also provides a mechanism to request a COVID-19 International Travel Exemption, where warranted and approved.

Term	Definition/Action
Business Travel	Domestic business travel can resume if traveler receives pre-approval prior to booking travel. See the Logistics section below for more guidance.

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	<p>All nonessential international business travel is suspended. If you feel that your trip cannot be rescheduled and is necessary as part of your position or career/educational advancement, we ask that you submit the COVID-19 International Travel Exception form to the appropriate individual within your department (Chair, Provost, Dean or Vice President) for review and approval, along with any pertinent documentation substantiating the need for the exception.</p> <p>If approval is received, you will need to contact World Travel directly and provide them with the approved form so that your travel arrangements can be submitted for booking. You will not be able to book directly through the Concur Application. As with all travel to these restricted areas, we ask that you self-quarantine for 14 days upon your return, off campus.</p>
Personal Travel	<p>While the university has the ability to approve and track business-related travel, we recognize that individuals may engage in personal travel to a location otherwise restricted by the university.</p> <p>In this situation, we ask that you take the necessary precautions upon your return by observing the 14-day quarantine period before you return to campus.</p>
University Approved Travel Agent	<p>The approved university travel agent is World Travel Inc. The university encourages travelers to book their travel by contacting World Travel directly (800-474-4740), Monday-Friday, 9 a.m. to 5:30 p.m. ET.</p>

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Logistics

1. For any domestic travel requests, travelers need to request pre-approval prior to booking travel. Travelers must complete the Domestic Travel Pre-Approval form.
 - a. Obtain the appropriate signatures from your Chair/Business Unit and Dean/Division Unit.
 - b. Submit form with completed signatures to COVIDTravelRequest@temple.edu and World Travel to book your travel.
 - c. Attach the Domestic Travel Pre-Approval form to any expense report submitted through Concur for any related charge not direct billed to the university.
2. For any international travel requests, travelers must complete the International Travel Exception Request form.
 - a. Obtain the appropriate signatures from your Chair/Business Unit and Dean/Division Unit.
 - b. Submit your form with completed signatures to COVIDTravelRequest@temple.edu for review and approval.
 - c. Upon receipt of approval, contact World Travel, Inc., to book travel. You will be required to provide the Travel Exemption form to proceed with booking your travel.
 - d. Attach the approved Travel Exception form to any expense report submitted through Concur for any related charge not direct billed to the university.

Authorities, References, Relevant Guidelines

Philadelphia Department of Public Health (PDPH)	Link here
Pennsylvania Dept. Of Health Order for COVID-19 Information for Travelers	Link here
International SOS Pandemic planning website (use Temple Membership ID for access: 11BSGC000017)	Link here
Centers for Disease Control Travel Notices	Link here
U.S. Department of State Travel Advisory Notices	Link here
Temple University International Travel Policy	Link here
Temple University Travel Exemption Form	Link here
Temple University Return to Travel website	Link here

Evaluation

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This protocol is subject to review and amendment as needed.