

Protocol: Interim COVID-19 International and Domestic Travel Protocol

Date: August 18, 2020 (Revised 12/3/20)

Issued by: Accounts Payable Department / Controller’s Office

Affected parties: Faculty and Staff members and 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 Travel Exemption
-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Overview of travel guidance:

Effective 8/24/20 and in accordance with the Philadelphia Department of Public Health (PDPH), CDC and International SOS, the University has suspended all travel both domestic and international to those destinations with elevated cases of COVID-19. This protocol is intended to define the interim travel process for booking domestic and international travel, where deemed essential and necessary to the University’s normal course of operations. This protocol is effective beginning in the Fall Semester of 2020 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 Travel Exemption, where warranted and approved.

Term	Definition/Action
Business Travel	All non-essential 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 Travel Exception Form to the appropriate individual within your department (Chair, Provost, Dean or Vice

Standard Protocol: COVID-19

	<p>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. Upon return from travel, the University will require you to follow the guidance of the City of Philadelphia and the Commonwealth of Pennsylvania on self-quarantine upon return from travel to help keep our community safe.</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>Upon return from travel, the University will require you to follow the guidance of the City of Philadelphia and the Commonwealth of Pennsylvania on self-quarantine upon return from travel to help keep our community safe.</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, 9:00 am-5:30 pm EST.</p>

Logistics:

1. For any domestic or international Travel Exemption requests, complete the Travel Exemption form (found under the Budget & Finance tab in TU Portal).
2. Obtain the appropriate signatures from your Chair/Business Unit and Dean/Division Unit.
3. Submit form with completed signatures to COVIDTravelRequest@temple.edu for review.

Standard Protocol: COVID-19

4. 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.
5. 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: *[for example]*

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	Available under the Budget & Finance tab in TU Portal.
Temple University COVID-19 webpage	Link here

Evaluation:

This protocol is subject to review and amendment as needed.