

## TRAVEL POLICY AMENDMENT COVID-19

**EFFECTIVE MARCH 11 – JUNE 30, 2020**

This is an amendment to UCI [Sec. 715-01: Travel Policy](#) which implements UC BFB-G-28: Travel Regulations.

This UCI Policy amendment also applies to [Sec. 420-10: Policy for Student International Activities](#) and [Sec. 420-11: Procedures for Student International Activities](#).

This policy applies to all UCI Faculty, Staff, Students, Residents, Fellows, Volunteers, Visitors and Contractors

### A. International Travel

#### 1. UCI Sponsored Travel

UCI is prohibiting all non-essential University-sponsored International Travel to any country to reduce the risk of potential spread of infection to other areas and in support of global health.

For essential travel that occurs to any foreign country, exceptional approval must be obtained from a division level supervisor, for example Deans, Vice Chancellors, Associate Chancellors, or Chiefs and as detailed below;

- a. For faculty and staff, only:
  - i. International travel should only be undertaken when it is essential.
  - ii. Essential Travel is defined as travel that is required and cannot be postponed-in order to preserve the:
    - Safety of a patient or research subject or;
    - Results of research activity.
  - iii. Essential Travel does not include travel to attend academic conferences.
  - iv. Approvers for faculty and staff essential travel should consult with the International Risk Review Team (IRRT) at [global@uci.edu](mailto:global@uci.edu) to ensure compliance with quickly changing conditions and UCOP policies.
  - v. Department Chairs and institute/organized Research Unit Directors are responsible for ensuring that their faculty are aware of and adhere to this requirement.
  - vi. As requirements for clinical or health campus may be different, please consult with your Division head for restrictions that may apply to you.
- b. For students:
  - i. With respect to travel for students, on a case by case basis, alternate ways will be considered to meet a student's graduation requirement.
  - ii. International travel should only be undertaken when it is essential.
  - iii. Essential Travel is defined as travel that is required and cannot be postponed-in order to preserve the:
    - Safety of a patient or research subject or;
    - Results of research activity.

- iv. Essential Travel does not include travel to attend academic conferences.
- v. Travel for students may only be approved by the Dean of the relevant school
- vi. Secondly, travel for students must be approved by the International Risk Review Team (IRRT)
- vii. Deans of the Schools and Graduate Division are responsible for ensuring that students and trainees are aware of this requirement.
- viii. Procedures for Student International Activities need to adhere to Academic Affairs Policy 420-11

## **B. Domestic Travel**

### **1. UCI Sponsored Travel**

UCI prohibits all non-essential university-sponsored domestic travel.

UCI encourages finding alternate means of conducting business as we work to help limit the potential spread of infection to other areas.

- a. Any UCI Sponsored Domestic Travel must follow the approval process below:
  - i. A written explanation of why the travel is necessary and the consequence of not traveling to the specific domestic location
  - ii. Exceptional pre-approval should be documented via ad hoc routed to the Dean or Vice Chancellor, Associate Chancellor or Chief, must be in the Travel Reimbursement document.

## **C. Steps for all UCI Travel**

1. All faculty, staff and students planning travel must:
  - a. Register your travel with [UC Away](#) if traveling on official University business if business travel is not booked in [Connexus](#).
2. All faculty, staff and students planning to travel should consider:
  - a. Purchasing individual travel insurance if traveling.
  - b. Signing up for [travel alerts](#) through the [US Department of State](#). Consult with your health care provider or visit a travel clinic to ensure your vaccinations are current and for travel-related advice.
  - c. Confirming all flight, lodging, train and bus reservations with your service providers before travel due to changing conditions.
3. Reimbursement Process for Travel Cancellations due to COVID-19
  - a. The process for reimbursements due to cancellations is as follows:
  - b. Complete the UCI Trip Cancellation Form (see below) and provide all back up documentation associated with the trip.
  - c. Submit form to [Risk Services https://www.fa.uci.edu/risk\\_services/](https://www.fa.uci.edu/risk_services/)

## **D. Personal Travel**

1. International Travel
  - a. Travelers should keep aware of the changing circumstances related to the increase in Coronavirus cases.
  - b. Travelers may be required to self-isolate for 14 days upon their return.
  - c. Changing circumstances may subject the traveler to air or government restrictions, which could affect their return to the US as such continue to monitor US Center for Disease Control at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for restrictions.
2. Domestic Travel
  - a. Travelers should consider their own health status when traveling by air.
  - b. Please keep up to date with the status of COVID-19 infection in the United States as the situation continues to change.
3. Other Considerations
  - a. Purchasing individual travel insurance if traveling.
  - b. Signing up for travel alerts through the US Department of State. Consult with your health care provider or visit a travel clinic to ensure your vaccinations are current and for travel-related advice.
  - c. Confirming all flight, lodging, train and bus reservations with your service providers before travel due to changing conditions.

## **E. Visitors to UCI Campus Facilities:**

1. All non-essential visits to UCI Campus facilities from countries with a CDC Level 2 or 3 Travel Health Notice are indefinitely postponed until further notice.
2. Essential visitors from Level 2 or 3 countries must self-quarantine for 14 days prior to coming to campus.
3. Approval process for Essential Visits:
  - a. Essential visits are defined as those visits that cannot be postponed and are necessary to:
    - i. Preserve the safety of a patient or research subject;
    - ii. Preserve the results of research activity; and/or
    - iii. Meet a graduation requirement for students/trainees.
  - b. Travelers who have Essential visits to UCI (as outlined above) must obtain advance written approval as follows:
    - i. Request must first be reviewed and approved by the Dean or Leader in one of the following offices:, Vice Chancellor, Associate Chancellor, Chief or leader in one of the following offices:
      - Chancellor;
      - Provost and Executive Vice Chancellor;
      - Deans;
      - CEO-UCI Health; or
      - Chief Financial Officer and Vice Chancellor, Division of Finance and Administration

- ii. Request must be reviewed by the International Risk Review Team (IRRT) at [global@uci.edu](mailto:global@uci.edu)
- iii. Request must receive FINAL approval from the Chancellor in writing. Advance approval must be obtained in time to allow any agency-mandated precautions – including isolation or quarantine periods - prior to arrival to UCI.

## **F. What to do when you return to UCI:**

The following applies when returning from travel from Level 2 or Level 3 countries

1. Comply with UCI restrictions for returning travelers as found on UCI COVID-19 website <https://www.ehs.uci.edu/PublicHealth/coronavirus.html>.
2. Monitor updates on the CDC's information for travel webpage.
3. Self-quarantine away from campus for 14 days from the time you left the level 2 or 3 country and practice social distancing.
4. You will not be allowed back onto the UCI campus or UCI Health facilities until after the quarantine ends.
5. Before faculty or staff return to campus:
  - a. Contact your supervisor to discuss your return to campus
  - b. Send an email to [eec@uci.edu](mailto:eec@uci.edu) or call 949-824-0500 to ask for instructions
6. Before students return to campus, contact the Disability Services Center at [dsc@uci.edu](mailto:dsc@uci.edu) or call (949) 824-7494.
7. If you are under self-quarantine:
  - a. Begin to monitor and record daily the symptoms of infectious diseases on the first day of arrival back to the US. This includes taking your temperature twice daily.
  - b. Faculty and staff members: If you develop symptoms email [eec@uci.edu](mailto:eec@uci.edu) or call 949-824-0500 to ask for instructions:
    - i. Inform them of what country you were in and date of departure;
    - ii. Inform them of your symptoms;
    - iii. Contact your health care provider or call ahead go to an Urgent Care/Emergency Room.
  - c. Students: If you develop symptoms contact [dsc@uci.edu](mailto:dsc@uci.edu) or call (949) 824-7494:
    - i. Inform them of what country you were in and date of departure;
    - ii. Inform them of your symptoms;
    - iii. Contact your health care provider, call the student health center at (949) 824-5301 or call ahead go to an Urgent Care/Emergency Room.

## **G. Links to Important Information:**

1. US Center for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
2. UCI COVID-19 website <https://www.ehs.uci.edu/PublicHealth/coronavirus.html>

**UC IRVINE TRIP CANCELLATION FORM**  
**Applicable for cancellation due to Travel Policy Amendment COVID-19**

This form is solely for UCI business trips that have been cancelled under the Travel Policy Amendment COVID-19, on 3/11/2020 for domestic and international trips. Please submit the required backup documentation based on the UC G-28 Travel Regulations. *For international business trips, do not submit an application to CHUBB for these cancellations as UCI Risk Services will submit on behalf of the University.*

**TRAVEL REIMBURSEMENT INFORMATION:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Explanation, Reason of Business Trip:

\_\_\_\_\_

Trip Departure Date: \_\_\_\_\_ Trip Return Date: \_\_\_\_\_

Trip Type: \_\_\_\_\_ Domestic \_\_\_\_\_ International

Destination From: \_\_\_\_\_ To: \_\_\_\_\_

Related to Amended Travel Policy COVID-19 \_\_\_ Yes \_\_\_ No Date Trip Cancelled: \_\_\_\_\_

Total Amount Reimbursement Request: \$ \_\_\_\_\_

Original Account Number \_\_\_\_\_ Object Code: \_\_\_\_\_

Federal Award? \_\_\_ No \_\_\_ Yes. If yes, the award number \_\_\_\_\_

Submitted Travel Reimbursement document? Travel Reimbursement Document # \_\_\_\_\_

Reason for Claim: \_\_\_\_\_

\_\_\_\_\_

\_\_\_ Certification Statement: I certify the statements herein are true in all respects; that payment of the amounts claimed has not and will not be reimbursed to the traveler from any other source(s); that no claims are included for expense of a personal nature or for any other expense not authorized for University business. I have attached original receipts as required by UC Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Officer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Exceptional Approval Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Submit this form and receipts to Risk Services: [riskmgmt@uci.edu](mailto:riskmgmt@uci.edu)  
Claim questions, contact Risk Services: [riskmgmt@uci.edu](mailto:riskmgmt@uci.edu)  
Travel and policy questions, send email to: [travel-accounting@uci.edu](mailto:travel-accounting@uci.edu)