



Dear colleagues,

As a follow up to [Chancellor Gillman's email on March 10](#) regarding UCI's operational activity for the Spring and the directive on restricting all non-essential University-sponsored travel – international and domestic, this email serves to communicate an amendment made to the following UCI policies:

- [Sec. 715-01: Travel Policy](#) which implements UC BFB-G-28: Travel Regulations
- [Sec. 420-10: Policy for Student International Activities](#)
- [Sec. 420-11: Procedures for Student International Activities](#)

The [Travel Policy Amendment COVID-19](#) is effective from March 11 – May 31, 2020 and applies to all UCI faculty, staff, students, residents, fellows, volunteers, visitors, and contractors. The policy limits international and domestic travel to essential travel only, and details steps if essential travel is approved for UCI community members and visitors to UCI facilities. The policy also makes recommendations regarding personal travel, including what to do before you return to UCI, and provides links to important information.

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.

A [UC Irvine Trip Cancellation Form](#) has also been created solely for UCI business trips that have been cancelled under the Travel Policy Amendment COVID-19. Submit complete forms along with backup documentation to Risk Services at riskmgmt@uci.edu.

Please email travel-accounting@uci.edu for travel and policy questions.

As you are aware, details about COVID-19 are ever changing and the amendment may be updated in the future. Please check the travel section on [UCI's COVID-19 website](#) for current information. As a reminder, the UCI Coronavirus (COVID-19) Response Center (949-824-9918; covid19@uci.edu) is an available resource.

Thank you all for working together to ensure the health, wellness, and safety of the entire Anteater community.

Sincerely,

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration