



## TRAVEL PROTOCOL

**University-sponsored international travel is suspended.**

**University-sponsored non-essential travel is suspended.**

University-sponsored travel viewed as essential may be permitted in an exceptional circumstance. Essential travel must be approved in advance by the Provost or appropriate Vice President.

### **APPROVAL SHALL ONLY BE GRANTED IF:**

- i) the need for the travel is now and the need cannot be met by travel at some later time or by virtual means;
- ii) the requested travel is of immediate importance to the university's core mission; and
- iii) there are potential unacceptable long-term consequences to the University if the travel is not approved.

The University will continue to support virtual conferences and presentations. Conference fees and related costs must be submitted on the Prior Approval to Travel form available on the Business Office website.

Faculty, staff and students returning from personal travel to international locations must self-quarantine for 14 days prior to returning to campus.