

Temporary Pandemic Travel Reimbursement Policy as it relates to the COVID-19

The email message from the Office of the President on 03/12/20 put in place travel restrictions for the University of South Alabama. Due to these travel restrictions, the University has made the following temporary travel reimbursement policy adjustments:

- Individuals will be reimbursed for any out-of-pocket airfare and travel expenses booked prior to 03/12/20 which were cancelled. Only cancelled airfare/conference fees booked prior to 03/12/20 qualifies for reimbursement under this temporary policy.
- Individuals wishing to be reimbursed for out-of-pocket cancelled airfare and expenses are expected to make every effort to obtain a voucher or refund from the airline or conference registration and use that voucher or conference fee for future University travel.
- Individuals seeking reimbursement for airfare under this temporary policy are required to complete the appropriate form which is attached.
- Other out-of-pocket travel expenses incurred due to cancelled trips will be reimbursed with appropriate documentation.

Message from the President

Office of the President

03-12-2020

As you are aware from previous communications, the University Pandemic Emergency Management Team is closely monitoring the worldwide outbreak of coronavirus (COVID-19). The University of South Alabama is a globally engaged institution with faculty, staff, and students who frequently travel internationally as well as domestically. The health and safety of our university community is a top priority for the institution. Please check frequently the University homepage at <https://www.southalabama.edu/coronavirus/> for updates.

In light of the current outbreak of COVID-19 and the fact that the World Health Organization has now declared it a global pandemic, we are taking all reasonable precautions to keep our community safe and informed. Based on the expanding global outbreak, the significant risk of exposure during travel, and guidance from experts in public health and infectious disease, the University of South Alabama is implementing interim travel guidelines and restrictions. With the exception of those trips currently underway, all upcoming university-sponsored international faculty, staff, and student travel is suspended effective immediately and until further notice.

Additionally, all non-essential university-sponsored domestic travel is suspended. Domestic travel deemed essential will require the approval of the respective Vice President and the President. Employees with out-of-pocket expenses related to cancelled trips should contact the University Travel Services Office at 460-6242 for guidance.

Although these travel guidelines and restrictions do not apply to personal travel, employees and students are encouraged to reconsider any planned air travel, cruise ship travel, travel to areas identified by the Centers for Disease Control as at risk for COVID-19, and travel to group meetings or events. Employees and students who are considering personal travel are cautioned to carefully review the risk of exposure and of travel disruption and employees should notify supervisors of their destinations should they decide to travel.

Travelers returning to campus from international destinations will have to comply with U.S. re-entry and quarantine or self-isolation requirements and travelers returning from certain domestic areas will face similar requirements. Additionally, returning travelers may be required by the University to remain at home for a self-quarantine period. Returning employees should coordinate with their supervisors about missed work and returning students should coordinate with course instructors and advisors about missed class time if quarantine or self-isolation is required.

Employees and students returning from international travel or travel to a domestic area impacted by COVID-19 should self-quarantine for a period of 14 days and must self-report this travel to their respective supervisor, program coordinator and/or department chair. The University will require a 14 day period of self-quarantine before returning to work, class, or clinical placements for these travelers. If such a period of self-quarantine is required after personal travel deemed at-risk, employees will be required to utilize accrued leave for that period.

The University is closely monitoring the developing situation and will update travel guidelines as CDC risk levels change. These interim guidelines will remain effective for a minimum of 30 days and will be extended as long as warranted by the level of risk.

Tony G. Waldrop, Ph.D.
President
University of South Alabama

Clarification of Travel and Quarantine Policy

Office of the President <president@southalabama.edu>

03/12/2020 4:45PM

The message sent to the University community earlier today regarding the policy on personal travel and quarantine requirements has been updated to clarify the areas of travel that are subject to these requirements. As these areas will quickly evolve, the "Travel Requirements" link on the University's [Coronavirus website](#) now contains a list of these areas, which will be updated daily or as soon as new information becomes available.

The updated section of the statement reads as follows:

Employees and students returning from international travel or travel to a domestic area impacted by COVID-19 should self-quarantine for a period of 14 days and must self-report this travel to their respective supervisor, program coordinator or department chair. **These areas are currently defined as all international destinations, as well as the United States regions of Washington State and Westchester County, New York. An up-to-date list of defined areas is posted at SouthAlabama.edu/Coronavirus/Travel and will be updated daily, or as soon as new information becomes available.** The University will require a 14-day period of self-quarantine before returning to work or clinical placements for these travelers. If such a period of self-quarantine is required after personal travel deemed at-risk, employees will be required to utilize accrued leave for that period.

Reimbursement for Cancelled Trip

Please complete this form if you are seeking reimbursement for out-of-pocket airfare expenses associated with a cancelled trip due to the travel restrictions put in place on 03/12/20 associated with COVID-19.

I,

PLEASE PRINT

agree to cancel my airline ticket and seek a voucher. I further agree to use any voucher received for future University of South Alabama travel.

Signature:
