

**UNIVERSITY OF LOUISVILLE**

**INTERIM DOMESTIC TRAVEL POLICY**

Effective February 25, 2020, revised May 3, 2021

**A. Policy**

All university sponsored out-of-state domestic travel is prohibited without the approval of the appropriate Dean, or Vice Provost, or Vice President until further notice. There are no restrictions on in-state travel.

There are no restrictions on personal travel although employees may be asked to isolate for 14 days prior to returning to campus if travel is to an area with high rates of disease activity. Employees are encouraged to discuss their travel plans with their supervisors and to develop a plan for working remotely, if required, upon return.

**B. In-State Travel**

1. In-state travel is not prohibited and should be booked using the normal protocols.

**C. University-sponsored Travel**

1. Domestic, non-essential, university-related travel is strongly discouraged. For university-related business, please consider whether you can participate remotely (e.g., via online platforms or teleconference) or delay travel to a later date.
2. Before scheduling travel, please carefully consider the potential health risks associated with travel as well as the time that may be required to quarantine when entering certain states and/or upon returning to Louisville.
3. All potential travelers should discuss their itinerary with their supervisor or department head and determine if the employee is eligible to work remotely for 14 days, if required to isolate upon their return. If the employee cannot work from home upon return, then they should consider postponing travel until a later date.  
All travelers are encouraged to check their destination's disease activity before departure.
4. All travelers returning from high-risk states or hot spots must isolate for 14 days upon return to Louisville.
  - a. Essential healthcare workers should follow University Hospital's policy regarding domestic travel and returning to work.
  - b. If the employee must travel for business and the employee cannot work from home upon return, the employee will be paid as supervisor-approved leave.
5. In-state travel IS NOT restricted and may be approved by the Dean or appropriate Vice Provost or Vice President.

**D. University-sponsored travel for inbound visitors/guests/speakers**

1. Domestic, non-essential, university-related travel for the purposes of bringing speakers, candidates etc. to campus is prohibited without the approval of the appropriate Dean, or Vice Provost, or Vice President.
2. Participation remotely via MS Teams, MS Stream or Zoom, whenever possible, is strongly encouraged as is rescheduling events or interviews to a later date.

**E. Updated Travel Purchasing Guidelines**

1. Until further notice, all university-sponsored travel must be arranged through the Anthony Travel Concur System. No exceptions will be approved, and no reimbursements will be made for arrangements made outside of Anthony Travel.
2. All out-of-state travel is prohibited without the appropriate Dean or Vice Provost or Vice President's approval.

**F. Traveler Registration**

1. All university-sponsored domestic travel will be registered automatically when the travel is booked through Anthony's Travel Web site.
2. Registration enables the university to avoid sending employees into hot spots during the pandemic and enables the university to follow public health guidance or conduct contact investigations.
3. Any university employee traveling on external funds such as a vendor, contractor, professional organization, etc. should register their travel using the Travel Reporting Form on the main university coronavirus page at: [www.louisville.edu/coronavirus](http://www.louisville.edu/coronavirus)
4. University faculty, staff and students are encouraged to report personal travel through the same reporting form but are not required to do so.

**G. Personal Travel**

1. While university faculty, staff and students are free to travel for personal reasons, they should be aware that they may be required to isolate for 14 days upon return to Louisville.
2. All travelers should be aware that some states are requiring visitors to the state to isolate for 14 days upon entering, which may greatly affect their plans and time away from the university.
3. All travelers are encouraged to review the coronavirus activity at their destination before departure and consider rescheduling if there is significant disease transmission at their destination.
4. Staff must use accrued vacation or sick leave, or personal leave, or leave without pay and faculty must use personal leave without pay during the quarantine period unless the supervisor/department chair or dean has approved telework at the time of the initial vacation/personal travel request.

**H. Student Travel**

1. All student non-essential out-of-state travel remains prohibited at this time.
2. Any essential student out-of-state travel must be booked on the Anthony Travel Site and approved by the appropriate Dean or Vice Provost or Vice President.

**I. Information for Supervisors**

1. Supervisors must be aware of where their employees are traveling on university-sponsored travel, and the employee must obtain the approval of the appropriate Dean, or Vice Provost, or Vice President before travel takes place.
2. Employees are encouraged to discuss their personal travel plans with their supervisors and to prepare a plan to isolate for up to 14 days upon return, if needed, and to determine if working remotely is an option.
3. Supervisors cannot require asymptomatic employees to have COVID testing, medical evaluations or other assessments performed as a condition for return to work following university-sponsored or personal travel.
4. Contact Human Resources, Faculty Affairs or Campus Health Services for assistance, if needed.

05/03/21 (3)