

UConn Health Travel Reopening FAQs

Updated: May 20, 2021

- 1) Who will be able to travel as a part of the reopening?
 - a. UConn Health anticipates that faculty, staff, postdocs, and graduate students will be able to undertake domestic travel for work-related purposes as of May 23, 2021.
 - b. All employees must notify Human Resources and fill out UConn Health's travel form before any out-of-state travel lasting more than 24 hours. The travel forms are available on the [HR website](#). **Please note this is in addition to UCH's existing travel authorization procedures**
 - c. All travel should be pre-approved with a Travel Authorization form, in accordance with UConn Health policy, including valid and detailed business purposes outlined for the reviewers to appropriately gauge the need for travel.

- 2) Where am I able to travel as part of the reopening?
 - a. Only domestic travel is included at present in the reopening.
 - b. No travel waiver is required for travel to Puerto Rico.
 - c. **All international, university sponsored travel by faculty and staff remains suspended.**

- 3) Can I still obtain support to attend conferences or other professional development activities remotely?

UConn Health continues to encourage the attendance of conferences and seminars remotely, where this option is available. Presently, this requires the standard Travel Authorization be completed to use the Travel Office credit card or to be reimbursed though this is under review.

- 4) Does my vaccination status make any difference in my ability to travel?
 - a. Reopening guidelines are uniform, regardless of vaccination status.
 - b. Vaccination status may have implications for international travel or specific requirements related to quarantine periods prior to returning to campus (for information on return to campus after travel please see HR guidelines: ([Travel Guidance](#))).

- 5) Will student travel/Student Activities be able to travel as a part of this reopening?
 - a. UConn Health sponsored out-of-state student travel remains on hold until further notice.
 - b. Out-of-state student travel NOT funded by student fees is strongly discouraged and any students who do travel are asked to notify their academic department/unit in advance.

- 6) Do I need to self-quarantine when I return from travel?
 - a. Please review and adhere to HR's latest guidelines related to out-of-state travel and required quarantine: [Travel Guidance](#).

- 7) How do I request an exception for essential international travel?
 - a. Currently, an additional waiver will also have to be submitted for all international travel. Details can be found here: <https://global.uconn.edu/wp-content/uploads/sites/173/2018/06/Travel-Waiver-Application-FacultyStaffOther2020.pdf>
 - b. No travel should be committed without a fully approved travel request (including the waiver from Global Affairs).

- 8) Can I bring in job candidates/recruits from out of state or do I need to request a waiver?
 - a. At this time, a Guest Travel Authorization form is required. A waiver is not necessary for domestic applicants.
 - b. Questions related to other job searches should be directed to Human Resources.

- 9) What if my travel is several months in advance and I want to plan my trip now, what should I do?
 - a. All Travel must be pre-approved with a Travel Authorization form prior to travel, so we would encourage the Travel Authorization form well ahead of planned travel.
 - b. We encourage all faculty, researchers, and staff to utilize the University's travel agency, [Sanditz Travel](#), when ready to book any travel. If your plans have to change, Sanditz Travel can work on your behalf to rebook tickets or obtain credits for any canceled flights (if possible). As we anticipate continued uncertainty related to the pandemic, booking with Sanditz Travel will provide the best support for travelers.
 - c. As part of the planning process, prospective travelers should plan ahead and register with the Travel Office to book travel on the UConn Health Bursar's Travel Office P-Card.

- 10) Can I go on personal travel for vacation?
 - a. The travel reopening guidelines do not apply to personal travel. Please follow appropriate guidelines from Human Resources: [Travel Guidance](#)

- 11) Can I continue to participate in a conference or other meeting remotely?
 - a. We strongly encourage remote attendance at conferences or other meetings where this is an option.
 - b. The reopening of travel does not mean that you are encouraged/required to travel, it simply supports those faculty, staff, postdocs, and graduate students for whom travel is necessary for work purposes and who are personally comfortable traveling at this time.

