

Travel Freeze Notifications

- 03/06/2020- Drs Nissen and Angus both restricted travel for 2 months
- 03/09/2020- Governor Lamont's guidance to freeze state employee travel until further notice.

Going forward and Processing

- Trips should not be booked until further notice (includes flight, registration, hotel, etc)
- Any trips booked after 03/06/2020 for a conference that falls during the travel freeze will not be reimbursed.
- Residents/fellows/program coordinators should make all efforts to cancel trips and seek refunds
- Reimbursements will still follow the same protocol requiring proper documentation
- **Registration (pre-reimbursed to resident prior to conference)-** a refund must be sought with documentation supporting the answer. If the registration is directly refunded back to the resident (via credit card or check) then the resident must return the funds to UConn via a check made out to "UConn Health".
- **Registration (not pre-reimbursed)-** a refund must be sought with documentation supporting the answer. No action needed.
- **Airfare (pre-reimbursed)-** a refund must be sought with documentation supporting the answer. Funds will have to be returned if the airfare is cash refunded. If the refund is a credit, it will be reimbursed with the credit being counted against their travel allotment as they can use it for their next professional trip if applicable.
- **Hotel-** a refund must be sought with documentation supporting the answer. Non- refunded hotel expense will be handled on a case by case basis with consideration given to if the resident is graduating or continuing consistent with the airfare credit.
- The above may change due to the dynamic situation at hand.

Other

- Travel funds that were previously being utilized for attending offsite board review courses can now be used on online courses and materials.
- Travel funds and ERA cannot be used on board examination fees.

- The deadline for education resource allowance purchases for expected June 2020 graduates is still 04/01/2020. On-line purchases are encouraged and allowed.