

University Travel Restrictions and Guidelines – Response to COVID19

Division of Finance and Administration – March 20, 2020

U.S. Department of State – Global Health Advisories-March 19, 2020

Level 4 – Do Not Travel

“The Department of State advises U.S. citizens to avoid all international travel due to the global impact of COVID-19. In countries where commercial departure options remain available, U.S. citizens who live in the United States should arrange for immediate return to the United States, unless they are prepared to remain abroad for an indefinite period. U.S. citizens who live abroad should avoid all international travel. Many countries are experiencing COVID-19 outbreaks and implementing travel restrictions and mandatory quarantines, closing borders, and prohibiting non-citizens from entry with little advance notice. Airlines have cancelled many international flights and several cruise operators have suspended operations or cancelled trips. If you choose to travel internationally, your travel plans may be severely disrupted, and you may be forced to remain outside of the United States for an indefinite timeframe.”

BASTYR UNIVERSITY RESTRICTIONS AND GUIDELINES

In an effort to protect the health and well-being of our faculty, staff, and students, and the community at large, Bastyr University has issued travel restrictions effective March 1, 2020.

UNIVERSITY SPONSORED INTERNATIONAL TRAVEL

Bastyr University is banning all International Travel (including Canada and Mexico) for all B.U. sponsored activities and courses. This restriction extends to our faculty, staff, and students, and all international travel, including those which have already received approval, or are to be canceled. This includes all international courses, electives, and employee or student group or organization travel outside of the U.S. Questions regarding previously approved international travel should be directed to Provost David Rule or Chris Råbe, Sr Project Manager (Finance & Administration)

Starting March 21, 2020 - Travel across the U.S.-Canada and U.S.-Mexico borders has been restricted for all non-essential travel for at least 30-days. Essential travel includes commerce transportation, educational travel, and to receive medical care or treatment. Bastyr University recommends that all travel for educational purposes be suspended between the U.S. and Canada and U.S. and Mexico during this 30-day period.

DOMESTIC UNIVERSITY BUSINESS TRAVEL

Bastyr University is restricting all *non-essential Domestic Travel*. This includes travel to and from Bastyr University-WA and Bastyr University California, as well as travel to events, conferences, seminars, training, and presentations for all faculty, staff, students, and student groups and organizations.

Essential travel includes admission events, clinic rotations, or other necessary operational essential travel. ALL TRAVEL PLANS MUST BE DISCUSSED WITH YOUR SUPERVISOR AND APPROVED BY YOUR DIVISIONAL VP.

If you do travel, be increasingly mindful in reducing exposure and risk to others upon your return.

In the event that you have ANY cold/flu-like symptoms either traveling or upon your return to campus, DO NOT COME TO CAMPUS OR CLINIC. You will be required to stay home for SEVEN (7) Days OR 72 hours after your symptoms have ceased – whichever is longer.

If you are experiencing flu-like symptoms – do not travel.

PERSONAL TRAVEL

If traveling for personal reasons, please notify the Bastyr Emergency Operations Center prior to travel (eoc@bastyr.edu).

*****Starting on March 31, 2020 - Travel across the U.S.-Canada and U.S.-Mexico borders have been restricted for all non-essential travel for at least 30-days.**

*****U.S. Department of State – Global Health Advisories March 19, 2020**

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>Visit: <https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html> or <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for more information.

The University asks that individuals be increasingly mindful in reducing exposure and risk to others upon your return. In the event that you have ANY cold/flu-like symptoms either traveling or upon your return to campus, DO NOT COME TO CAMPUS OR CLINIC. You will be required to stay home for SEVEN (7) Days OR 72 hours after your symptoms have ceased – whichever is longer.

TRAVEL CANCELLATIONS AND CHANGES

The COVID-19 outbreak is an evolving situation, with new information arriving continuously. Many airlines and hotels have issued flexible travel policies generally allowing the waiving of fees for changes or cancelation, subject to specific terms and conditions. Travelers are encouraged to check with the airline, and not the travel site or agency) for information on the latest policies, waivers, and potential impacts to travel.

Please note: some airlines are only issuing waivers and refunds on flights within a specified limited timeline – e.g., travel through March 31 or through April 30. It is recommended that travelers who have airline tickets for dates after those accepted by the airline retain their current travel plans and follow up with the airline as the travel date approaches – within 14 to 20 days. The situation is continuously changing, and updates to allowable refund and cancellation dates are fluctuating. Check on your airline policies and procedures and COVID 19 responses regularly.

Travel Insurance

Travel insurance with trip cancellation benefits is designed to reimburse you for a prepaid, non-refundable expense in case you have to cancel your trip for a covered reason. We ask that you carefully read all the terms, conditions, and exclusions for trip cancellation or changes for both the airline and for any trip insurance you purchase. The justifications and documentation required to receive reimbursement may not adequately fit the current COVID-19 or Bastyr University travel restrictions.

Notice of University Travel Restrictions

Some airlines may require documentation from the University before issuing a waiver, refund, or change. Please use the **Notice of University Travel Restrictions** (page 4 as documentation. Please note that this notice refers to all general travel restrictions and does not specify restrictions for specific trips, locations, or dates of travel \

Refunds

Travel purchased via a Bastyr University issued credit card should be reimbursed directly to the credit card. The traveler should not have funds reimbursed directly to them.

Travel purchased via personal credit or debit card should be reimbursed directly to that credit or debit card.

Date Changes and Holding Tickets for Future Use

If your airline is not able to cancel and refund the full amount of domestic air travel, the traveler may choose to HOLD the ticket for future use **only with Divisional V.P. approval**. This ticket may be used at the Department Head's discretion. While priority may go to the traveler who booked the original ticket to be used if event or travel is rescheduled for the future, the Department Head may determine that ticket may be used by a different individual or event. All tickets purchased for University business travel are property of the University and held tickets may not be used for personal travel. If the ticket was purchased on a personal credit card, the individual may submit the receipt and cost of the ticket and fees to Accounts Payable for reimbursement. All ticket charges and fees are the responsibility of the Department and not of the University.

NOTE: date changes and holding tickets for future use may incur additional charges upon the use of the ticket due to ticket price changes and other fees or charges applied by the airline. Also, beware of restrictions of use of tickets held for future travel dates, including restrictions on travel dates, locations, and times.

It is recommended that travelers receive a full-refund for international air travel since the chance of traveling abroad within the prescribed time-frame is low.

Division of Finance & Administration will keep track of all HELD tickets for proper accounting and distribution.

****Send a copy of the original ticket/itinerary, airline change/hold confirmation, and Department Head approval to crabe@bastyr.edu.**



NOTICE OF TRAVEL RESTRICTIONS – BASTYR UNIVERSITY

As of March 1, 2020, ALL University Business and University-Sponsored Travel is restricted.

DOMESTIC UNIVERSITY BUSINESS TRAVEL

Bastyr University is prohibiting ALL *non-essential Domestic Travel*. This includes travel to and from Bastyr University-WA and Bastyr University California, as well as travel to events, conferences, seminars, training, and presentations for all faculty, staff, students, and student groups and organizations.

INTERNATIONAL TRAVEL

Bastyr University is prohibiting ALL *International Travel* (including Canada and Mexico) for all B.U. sponsored activities and courses. This restriction extends to our faculty, staff, and students. This includes all international courses, electives, and employee or student group or organization travel outside of the U.S

Effective March 19, 2020: U.S. Department of State – Global Travel Advisory – Level 4: Do not travel

Travelers are asked to work directly with the airlines and hotels in receiving changes and/or cancellations to travel, including the issuing of waivers for change and cancellation fees.

A handwritten signature in black ink that reads 'David L. Rule'.

David L. Rule, PhD
Senior Vice President/Provost

BASTYR UNIVERSITY