

March 11, 2020

To: Colleagues

From: Vice President for Administration and Finance

Subject: COVID-19 Travel Restriction and Cancellations for Faculty, Staff, and Study Abroad Programs

Dear Colleagues,

Effective immediately and continuing through May 31, 2020, university-related travel for faculty, staff, and students is suspended across all campuses of the California State University (CSU). This travel restriction also extends to the four CSUSB auxiliary organizations. This determination was made by the CSU based on evolving guidance from the Centers for Disease Control and the U.S. State Department, as well as state and local public health agencies. Travel beyond May 31 will be determined as the COVID-19 situation evolves.

International Travel

Due to the rapidly changing environment and the global spread of COVID-19, it is difficult to accurately predict destinations that will be impacted. Therefore, all international travel is suspended through May 31, including study abroad programs scheduled to begin during this period.

Expectations on Self-Quarantine Upon Return from a CDC Warning Level 3 Country

Following guidance from the Center for Disease Control, all members of the campus community are reminded that anyone returning to the United States from a [Center for Disease Control - Level 3 country](#), regardless of whether the travel was for professional or personal reasons, must self-quarantine themselves and not return to campus for 14 days upon return. After the 14 days have passed, students may obtain clearance to return to campus from the Student Health Center. Please contact the Health Center on the phone for details, but do not come to campus until instructed to do so. Faculty and staff may obtain clearance to return to work from their health care provider.

Domestic Travel

All non-essential domestic travel is suspended through May 31. Limited local travel to conduct the regular daily business of the university, attend meetings, and servicing the needs of the Palm Desert Campus is still permitted.

Please refer to the Frequent Asked Questions section below. For additional questions on employee travel and payments, please contact Mona Sinha, Travel Program Coordinator, at x73158 or Manorama.sinha@csusb.edu

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Frequently Asked Questions: COVID-19 Travel Restrictions

- ***I am currently out on travel for work-related reasons. What should I do?***

We recommend that you complete the travel as scheduled and return to campus on the pre-approved date.

- ***I have a planned/approved work-related trip between now and May 31. What should I do?***

All non-essential travel is suspended through May 31 and any prior approvals to travel on these dates are no longer valid. You should immediately begin the process of cancelling your travel plans, including notifying event organizers, airlines, hotels, car rentals, and any other pre-planned services you are holding reservations for.

For pre-paid conference/event registration fees, please contact the event organizer to determine if they are willing to process either a refund to CSUSB and/or a credit for participation at future events.

For travel expenses made through Concur, most reservations for airfare, hotel, and car rentals can be cancelled in the system. If a refund is not possible and instead, a credit for future travel is provided, Concur will hold the credit in that individual's account to be applied to future travel.

For travel expenses that are out-of-pocket, submit a claim for reimbursement through Concur or directly to Accounts Payable. For airfares that still have remaining credit for future use, Accounts Payable will continue to track this and the traveler is expected to use this credit for future business travel and must not be used for personal travel expenses.

- ***Who will determine if my domestic travel is essential?***

These travel restrictions were established to protect the welfare of employees, students, and the general community, with the hopes of slowing the spread of COVID-19 and reducing the number of people infected. Exceptions to these travel restrictions will be rare and only considered for the most immediate interests of CSUSB. All exceptions to the domestic travel suspension must be approved by either the Provost in Academic Affairs or the appropriate Vice President in other divisions.

- ***I am scheduled to present a program at a conference, what should I do? What if I am an officer for the organization that is hosting the conference?***

Please contact the event organizer and explain to them that you will not be able to attend in-person due to these travel restrictions.

- ***I am planning a personal trip with my family? What impact could these travel restrictions have for me?***

These travel restrictions only apply to business-related travel. When determining whether to travel privately to international or domestic locations, it is advised to closely consult the evolving recommendations of the Centers for Disease Control and the U.S. State Department. Please note that even for private travel, any member of the campus community that returns home from a CDC Warning Level 3 county must agree to self-quarantine themselves and not return to campus for 14 days upon return