

Information related to Institutional Sponsored/Funded Travel* for Sept. 1, 2020 to May 15, 2021

**Institutional travel includes training, conferences and professional development.*

Messiah University leadership has thoughtfully reviewed and discussed institutional travel for the fall semester. Given the ongoing concerns related to growing cases of COVID-19 across the country, and in order to keep the health and safety of the campus as its top priority, along with managing the financial challenges of COVID-19, the University will be implementing the following decisions:

1. Travel/professional development will be reduced and will only be approved under clear guidelines and process.

- As the University keeps the health and safety of our campus community a priority, travel will happen on a VERY limited basis for the fall semester. General travel to in-person conferences and training will be limited to those that: 1) an employee must attend in person to fulfill certification processes necessary to fulfill requirements of their position 2) if they are presenting/speaking, or 3) if they are serving in a leadership position at the conference.
- All travel will require the advance approval of the president, employee's vice president or Provost's Cabinet-level supervisor (dean, vice-provost, associate provost, provost).
- Travel in the areas of admissions and development will be limited to times when meetings/recruitment cannot happen via electronic methods.

For Development:

Major gift officers, who will be working primarily from home, may make selected donor visits according to Development Office travel guidelines.

For Admissions (graduate and undergraduate):

Admissions will review recruitment fairs and determine a travel plan as those events are scheduled.

- Athletics will follow the guidelines issued by NCAA and the MAC.
- CDC guidelines related to minimizing risk during travel are to be followed.

2. Approvals required: **All travel** must be approved **in advance** by the Provost or division Vice President prior based on a written proposal submitted by the employee to document how their proposed travel meets the above criteria.
3. International Travel: All international travel is prohibited.
4. Mode of Travel: Institutional travel for Fall 2020 should be conducted using a private (university-owned, or carefully cleaned rental, or personal) vehicle. For guidelines on reserving or renting vehicles go to the purchasing website at https://www.messiah.edu/info/20737/travel_services/1198/travel_by_vehicle.

Due to social distancing requirements, limits will be set on the number of persons permitted to travel together. Cars will permit a total of two persons, mini vans three persons and 15 passenger vans four persons.

Travel by air, bus or train are not permitted.

5. Distance: Employees should limit travel to local and regional destinations that can be accessed within a day's drive (eight hours or less) by private vehicle. Note: Travel to areas considered hot spots or increasing cases within this distance could be denied.
6. COVID spread at destination: Employees should not travel to areas where the spread of COVID is high at the destination (or at locations being visited en route to the destination). Employees may travel to domestic destinations where the spread of COVID is the same or lower than current levels in the Harrisburg Region.
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>
7. Health and Safety Parameters at Destination: Destination venues must have published protocols related to COVID that are in-line with CDC recommendations. *Information related to this must be in the written proposal requesting permission to travel.*
8. Fulfilling work expectations: Employees may not undertake travel where it is known in advance that such travel will impede their ability to do their job (e.g. traveling to a known "hotspot" location as designated by the state or CDC that would result in a required quarantine upon completion of travel).

Institutional travel in academic year 2020-2021 must abide by the above guidelines and be approved by the employee's vice president or Provost's Cabinet-level supervisor (dean, vice-provost, associate provost, provost).

Personal Travel Statement

The University asks that employees avoid unnecessary personal travel and recommends that all personal travel undertaken by employees follow the guidelines listed above for institutional travel. As said above, the University reserves the right to require community members to declare travel out of state with the understanding that a return to campus might require a quarantine period.

Due to escalated concern of COVID-19 and the impact on our community, for this academic year, employees are not to transport students in their personal vehicles for personal reasons.

Decisions related to cross-cultural and international travel for J-term and spring semester 2021 will be communicated at a later date.