Georgia Tech COVID-19 Business Travel Requirements Summary 6-14-21

This is an updated summary of the business requirements for Georgia Tech employees traveling for business and research purposes during the ongoing Coronavirus (COVID-19) effective June 14, 2021. Conditions have changed and policies have been revised. Business travel requirements will be updated as needed.

Summary:

**Domestic Travel:** The State of Georgia is no longer under a non-essential travel ban. Regular domestic travel may resume under normal travel policies.

**International Travel:** Essential international travel is permitted with managerial approval. Essential travel is defined as: 1. Important to the mission of the Georgia Tech; 2. Involves activities that cannot be conducted virtually; 3. Is time sensitive due to work deadlines or other related considerations. In all cases, travelers and their managers should review and adhere to current CDC guidelines on international travel. [https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) and [https://travel.state.gov/content/travel.html](https://travel.state.gov/content/travel.html)

**Process:**

Employees who travel out-of-state domestic and international are required to submit a COVID-19 Questionnaire & Risk Acknowledgment form within the Spend Authorization in Workday prior to any travel.

Non-employee travel will follow the same requirements and be approved on a separate non-employee COVID travel acknowledgment form. The non-employee COVID Travel Acknowledgment form is posted on the Travel Web page and will be signed by the traveler and approved by the department head. This will be maintained by the department and subject to audit. [https://procurement.gatech.edu/travel/forms](https://procurement.gatech.edu/travel/forms)

The use of Travel Incorporated is required. This provides necessary visibility of travelers and provides traveler support and cost management. Direct billing of Airfare through Travel Incorporated should be used for all airfare bookings to reduce potential complications with changes, cancelations and reimbursements.

Use eCredits from cancel flights when possible. Travel Inc can do name changes on tickets. Departments are responsible for reuse of tickets where sponsored funds were utilized.

Submissions and approvals are done in Workday under the Spend Authorization process and must be completed and approved prior to travel. The Spend Authorization and Approval process in Workday includes a mandatory Travel Questionnaire and Acknowledgement E-Form for submission of basic information and justification for travel. All domestic and international travel requires completion of this E-Form via Workday.

**In-State Travel** is approved and tracked at the department level. The department may choose to utilize the Spend Authorization for all reimbursable travel.

**Domestic Travel** resumes under normal travel policies with the retention of the COVID Travel Acknowledgment in the Spend Authorization. Domestic Travel includes:

Travel outside the State of Georgia and within the United States and its territories (unless international connection is utilized); (Note: Other states may have travel restrictions different from Georgia. You are expected to review any travel requirements issued by other states.)

**International Travel** is limited to essential travel. **International Travel requires completion of the COVID-19 Travel Questionnaire and Risk Acknowledgment Form** in addition to the International Questionnaire for import / export
Please note if you elect to travel internationally at this time during the COVID-19 pandemic, you may be subject to additional travel restrictions, which may be issued suddenly with little notice and extend for an indefinite time period, including but not limited to border closure, entry prohibitions, mandatory quarantines, etc. In the event you become ill, you may not be permitted to return to the United States for medical treatment. Also, please note the closure of various U.S. Embassies and Consulates worldwide and the departure of many Department of State personnel from Embassies and Consulates may limit their ability to provide services to U.S. citizens while abroad. Further, upon return to the United States, you will be required to comply with any mandatory quarantine requirements.

For further information and guidance regarding international travel, please refer to: [https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) and [https://travel.state.gov/content/travel.html](https://travel.state.gov/content/travel.html)

Please use the grid below as a guide for business travel requirements:

<table>
<thead>
<tr>
<th>Employee Travel Criteria</th>
<th>Spend Authorization Required</th>
<th>Questionnaire, Approval, Acknowledgment forms triggered in Workday</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domestic Travel In-State:</strong></td>
<td>NO</td>
<td>NO</td>
<td>Return to Pre COVID-19 department pre-trip approval</td>
</tr>
<tr>
<td><strong>Domestic Travel Out-of-State</strong></td>
<td>YES</td>
<td>COVID-19 Questionnaire &amp; Risk Acknowledgment</td>
<td>Regular Travel resumes. Routed via Workday with normal approvals</td>
</tr>
<tr>
<td><strong>International Travel</strong></td>
<td>YES</td>
<td>1. COVID-19 Questionnaire &amp; Risk Acknowledgment 2. International Questionnaire for import/export</td>
<td>Travel must be deemed essential. Routed via Workday with normal approvals</td>
</tr>
</tbody>
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