**COVID Related Travel FAQ’s**

1. **Does the COVID travel memo apply to research travel?**

   The COVID Travel Memo applies to all business and research travel.

2. **Does faculty have to go through Travel Inc. to book all travel?**

   Yes. The travel business travel requirements apply to all travel. Travel Inc. is required for all business and research travel. The use of Travel Inc. supports many requirements such as: Duty of Care, provides visibility and reporting for pending and current travel, notifications to travelers in disaster areas and the need to evacuate, linking to contracts for car rentals, air travel and numerous cost management opportunities including billing and canceled ticket management. The COVID pandemic is a clear scale example of how necessary a travel agency is to the institute and travelers.

3. **Do we have guidance on whether we can hold in-person seminars? Can we pay for speaker domestic travel?**

   Domestic in-person meetings and travel for speakers are authorized.

4. **Is “Essential Travel” a requirement for Domestic Travel?**

   The “Essential Travel” requirement has been removed from domestic travel. It remains in place for international travel.

5. **Is “Essential Travel” a requirement for International Travel?**

   The “Essential Travel” requirement remains in effect for International Travel.

6. **Does "Essential Travel" include paying for speakers to come to campus if they have to come internationally?**

   This would be for International Travel and if deemed essential travel. Any non-employee traveler would need to complete a Non-Employee COVID Travel Acknowledgement Form. There are additional considerations that must be addressed in an engagement such as quarantines, testing and who bears that burden of time and cost. Also, if border restrictions change or a health situation arises who would be responsible for the costs would also need to be considered prior to travel.