Travel Pre-Authorization Process Related to COVID-19

COVID-19 and University travel
Review Travel Management Services Coronavirus Information and Resources for the most current information on university travel policies related to COVID-19.

Requests submitted after the following deadlines will not be approved:

- **International travel requires pre-authorization** by the Dean and requests should be submitted no later than six weeks prior to the travel start date.
- **Domestic travel no longer requires** COVID-19-related pre-authorization by the Dean.

COE travel pre-authorization process for faculty and staff

All steps below are to be completed within ten business days of submission to Sonja Runberg:

1) Request pre-authorization by emailing Sonja Runberg.
   - **Subject line:** COVID-19-related travel exception request – ([last, first name])
   - Send as a single email
   - **No attachments**

   Include all of the following details, in list format, in the body of the email:
   - Name of traveler
   - Title of traveler
   - Name of center/department in which traveler works
   - Traveler’s supervisor
   - Travel dates
   - Travel destination
   - Mode of travel (e.g., car, air) and travel expenses (e.g., hotel, etc.)
   - Purpose of travel; specifically, a very brief description of why this travel is essential at this time. Travel should advance mission of UT.
     - Please include three very clear sentences that describe the travel.
       - **Sentence 1:** Explain briefly what the faculty member will do during the proposed travel.
       - **Sentences 2 and 3:** Explain why the travel is essential and why going to the site is the best way to accomplish the goals.
   - Is the travel research related?
   - Account number
   - Assigned work location
   - Written center director or department chair approval, inserted as a screenshot into the body of the email. **Do not send as an attachment.**

2) Sonja will forward request to Associate Deans Maloch or Loukas based on whether travel is non-research or research related.

3) Associate Dean will review and determine recommendation for approval or non-approval.

4) Associate Dean will forward request to Sonja with recommendation re: approval.

5) Sonja will forward recommendation to Dean’s delegate.

6) Dean’s delegate will render decision and send same to Sonja.

6) Sonja will send decision to administrative support person who submitted request.

7) Normal (i.e., non-COVID-19 restricted) travel approval process begins.