Updated Guidance for University Travel

Dear Travel Customers,

Updated guidance on university travel was posted to the USF Coronavirus website on July 9 and can be found here: https://www.usf.edu/coronavirus/returning-to-campus/travel.aspx

As this COVID-19 situation is fluid, please make sure you stay apprised of the updated guidance, however, following are some key current insights:

- Travel is still prohibited in Phase I.
- In Phase II, domestic travel deemed essential will require the approval of the appropriate Dean/Director and Vice President.
- Any approval received for essential travel must be included in the Expense Report receipt package.
- All International travel is prohibited until Phase III.

University leadership has provided guidance to determine essential travel in Phase II:
“Essential travel (domestic and international) must meet three requirements for consideration:
1. The purpose of the travel cannot be accomplished remotely
2. The travel is time sensitive – the purpose of the travel cannot be accomplished at a later date (e.g. spring/summer semester)
3. The travel is required for the traveler to meet degree/academic requirements or the requirements associated with a grant, contract, award, or scholarship. For example, credit bearing activities associated with timely graduation or degree progression; activities required by a funded research grant, a Fulbright award, or other contractual obligations.”

For any other questions regarding travel, please contact our Travel Help Desk travelhelp@usf.edu

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