**University Travel**

**IMPORTANT NOTICE:** As the accessibility to the vaccine increases and infection rates nationally continue to decrease, we are adjusting our COVID-19 safety protocols. Based on CDC and local health guidelines, the University of Memphis is eliminating the requirement for additional approvals for faculty and staff University-related travel within the United States. University-related international travel still requires approval by the provost for faculty travel or the CFO for staff travel to ensure that plans are consistent with State Department recommendations. As a reminder, members of the University community, including visitors to the UofM coming from countries with CDC Level 2 and 3 rating at the time of arrival in the U.S., regardless if the trip was related to University business or personal, are required to observe a 14-day self-quarantine period and must produce a medical clearance prior to returning to campus.

**ICL VIRTUAL and FACE TO FACE TRAVEL PROCEDURES FOR FACULTY AND STUDENTS**

All domestic travel must be approved for any Face to Face and Virtual conference/meeting at least 14 days before it begins. International travel requires 21 days approval before conferences or meetings convene.

**Faculty and Students - Domestic and International**

**Faculty**

All Travel Requests are handled by Debra Nichols. When requesting travel, complete the following forms (located on the ICL Faculty Resource site: [https://www.memphis.edu/icl/faculty/resources.php](https://www.memphis.edu/icl/faculty/resources.php)

- **Request for Estimated Travel Expense Worksheet**
- **Report of Planned Absence Form**
  1. Submit forms to Debra Nichols.
  2. Debra will review.
  3. Vernisa will review.
  4. Chair will review.
  5. Faculty and Staff will be notified after the process is complete.

To minimize out of pocket costs, payment for conference registration fees can be processed in advance. Provide your completed registration form or invoice to Debra for processing. This option is only available if you are requesting that the department pays for your registration in advance. **Note:** If membership fees are included with the registration, provide written documentation from a conference representative stating this fee is required for attending or presenting.

**Travel paid with Grant Funds**

All travel using grant funds will be initiated by a designated person for the grant such as the Site Coordinator or ICL’s Business Officer, Vernisa Hazlett.

1. Initiated by Site Coordinator.
2. Reviewed by Vernisa.
3. Reviewed by Chair.
4. Inform Site Coordinator after the process is complete.

Completed Planned Absence and Estimated Travel Expense forms are still required for approval by the Chair and Business Officer when using grant funds.

**Travel Claim for Reimbursement of Travel Fees using personal funds**

Upon completion of the conference, please submit paid receipts to Debra. An itemized receipt is required showing the amount.

**International Travel**

For international travel, the Report of Planned Absence Form and the Estimated Travel Expense Worksheet form must be submitted a minimum of 21 days in advance of the conference.

**Student Travel**

**Program Areas:** If you have students traveling, it is the responsibility of the program area faculty to inform Debra of the student's intent to travel with using the following steps:

1. Send Debra and Vernisa an email stating that you approve the student's travel including the amount that will be allocated.
2. Student must fill out the Estimated Travel Expense form. If student is requesting travel funds from the Dean's Student Travel Grant, the form must be submitted along with the Estimated Travel Expense form for processing.
3. Submit the form(s) to Debra.
4. Debra will review.
5. Vernisa will review.
6. Chair will review.
7. Faculty, Staff, and student will be notified after the approval process is complete.
8. Reimbursement will be processed after the travel is completed. Itemized paid receipts will be required.

If you have concerns or questions, contact Debra or Vernisa.