

**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost   
Charles A. Maimone, Vice Chancellor, Finance and Administration   
Mladen A. Vouk, Vice Chancellor, Research and Innovation 

SUBJECT: Travel Exception Process and Required Approvals during COVID-19 Impacted Operations

DATE: June 18, 2020

University travel remains restricted due to UNC System directives and public health concerns. All travel is considered an exception and must be approved by the Chancellor or the Chancellor's designees. Travel exception approvals are required before travel occurs, and for reimbursement of any travel expenses. The only exemptions to this travel exception requirement are 1) reimbursement for in-state mileage-only travel; or 2) reimbursement for in-state travel with no overnight stay.

Emergency Management and Mission Continuity (EMMC) will continue to coordinate the travel exception process for the university and advise the Cabinet regarding UNC System, OSBM, State of North Carolina (including Executive Orders) and CDC travel protocol. The university will adhere to recommendations ensuring prudent and, as feasible, uniform decisions. All travel exception requests must be submitted via the [Travel Exception Form](#) (except for in-state mileage-only travel or in-state travel with no overnight stay which are exempted from this requirement).

- As designated by the Chancellor, Cabinet leadership will review and determine resolution of travel exception requests specific to their functional areas.
- The travel exception process is a preliminary step to, not in lieu of, the standing travel authorization process. Colleges and units are expected to review, and approve or deny, travel authorization requests per their normal standard operating procedures.
- Travel exception requests should be submitted at least two weeks prior to travel departure date and no further than two months in advance.
- An email confirming the submission will be sent to the individual initiating the request. When the request is routed to the Cabinet leader for review, the applicable Associate Dean for Research, Academic Affairs, or Extension (ADR/ADAA/ADE) or similar key contact, and the unit Finance lead such as the Assistant Dean for Finance (ADF), will be copied.

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- Resolution of the request (approval or denial) will be communicated via email to the requester, and the applicable ADR/ADAA/ADE/ADF or key contact.
- If the travel exception is approved by the Cabinet leader, the approval email must be uploaded with the travel authorization and travel reimbursement request in MyPack Portal.
- Travel exception requests must be approved in advance of submitting a travel authorization via MyPack Portal.
- Documented approvals of travel exception requests are required to receive reimbursement for travel expenses.

Approval of travel exceptions may be revoked or adjusted at any time as deemed appropriate by university leadership due to changes in risk locally, the area in which travel is planned and travel conveyances; and will be communicated to the traveler as appropriate.

Questions related to the travel exception process and/or status of an exception request should be directed to EMMC (919-515-9657 or [ncstateemmc@ncsu.edu](mailto:ncstateemmc@ncsu.edu)).

**Please note the following which applies to all travelers:**

COVID-19 has been declared a worldwide pandemic by the World Health Organization and is becoming more widespread, including spreading in the community. COVID-19 is extremely contagious and believed to be spread mainly from person-to-person contact. Although the university has instituted reasonable practices in an attempt to lessen or reduce the spread of COVID-19, NC State cannot guarantee that you will never get exposed to the virus or get sick from it. Further, undertaking travel could increase your risk of contracting COVID-19. You must review and comply with any federal, state, or local travel restrictions or requirements related to COVID-19 that apply to your travel destination. Please review any and all travel guidance and advisories for your destination, including the Centers for Disease Control's "Considerations for Travelers" resource at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> prior to your travel.

The CDC, and state and local health departments, are reviewing and updating their respective guidance on the pandemic and its impact nearly every day. As a result, NC State reserves the right to restrict your travel if necessary to protect campus health and safety. Further, based on your travel destination, and government order or guidance, the university may restrict your access to campus for a certain period of time following your return in order to lessen the risk of possible COVID-19 transmission.

cc: W. Randolph Woodson, Chancellor

Cabinet

Lori Johnson, University Controller, University Controller's Office

Amy Orders, Director, Emergency Management and Mission Continuity