FINANCE AND ADMINISTRATIVE SERVICES | UNIVERSITY ACCOUNTING SERVICES
ESSENTIAL TRAVEL DURING THE PANDEMIC
August 16, 2021

1.0 PURPOSE

As the campus responds to the COVID-19 Pandemic, essential in-person domestic and international travel continues to evolve. This Operations Briefing is issued to provide guidance and ensure responsibilities by each Cal Poly Pomona community member.

2.0 BACKGROUND

On April 14, 2021, the Chancellors Office (CO) released communication stating with the planned re-population of campuses for the Fall 2021 term, and with the expected widespread availability of the COVID-19 vaccine, restrictions previously placed on travel will be lifted as of June 1, 2021. The communication went on to state that Presidents should adhere to the latest travel guidance from the Centers for Disease Control and Prevention (CDC) when determining travel guidelines for their campus.

3.0 OVERVIEW

On April 14, 2021, the Chancellor’s Office (CO) released communication confirming that a modification to travel restrictions would be implemented, effective June 1, 2021. The memo continued that each campus would have the authority to establish travel guidelines for their campus and the process for approval of travel, while continuing to adhere to the latest travel guidance from the Centers for Disease Control and Prevention (CDC) and U.S. State Department’s Travel Advisory for international travel.

On June 1, 2021, the approval of essential in-person travel, domestic and international, for Cal Poly Pomona was delegated to the division Vice President. Vice President approval for essential in-person travel was to be approved on a Pre-Approval for Travel Form prior to electronic submission of the request in Concur.
Effective immediately, the Pre-Approval for Travel Form will no longer be required and submission through Concur will be the only source of requesting and pre-approving travel. However, the following Framework for Essential Travel outlines your responsibility as an approver within Concur.

4.0 CITATIONS

2. County of Los Angeles Department of Public Health Website: [http://publichealth.lacounty.gov/index.htm](http://publichealth.lacounty.gov/index.htm)
3. California Department of Public Health Website: [https://www.cdph.ca.gov/Pages/About.aspx](https://www.cdph.ca.gov/Pages/About.aspx)
4. Centers for Disease Control and Prevention (CDC) Website: [https://www.cdc.gov/](https://www.cdc.gov/)
6. CSU Memo – April 29, 2020, COVID-19 Update: Travel Suspension Extended.
8. CSU Memo - April 14, 2021: Modification of Travel Restrictions as of June 1, 2021.

5.0 PROCEDURES

As vaccinations increase both in the United States and abroad, consideration of domestic and international travel should be considered within the California State University system’s policy. Health and safety should be primary when considering approval for travel.

- Travel requests and approvals should be limited to essential travel for faculty research activity, in-person conference presenter, and other Cal Poly Pomona mission driven work.
- Essential travelers should maintain alignment with local health orders, and the local health orders within the destination of travel.
- By traveling, an approved traveler is accepting that they have verified and are following local health orders of the County of Los Angeles, County where traveler resides (if different than the County of Los Angeles), and the local
health orders of the travel destination. This applies to both domestic and international travel destinations.

- By approving, an authorized approver is accepting that they have verified and are abiding by local health orders of the County of Los Angeles, and the local health orders of the travel destination. This applies to both domestic and international travel destinations. In addition, approvers have determined that the travel is essential and is in support of faculty research activity, a conference presenter (that must be done in person) and continues to drive Cal Poly Pomona’s mission.

- Approval for travel may be revoked at any time due to the ongoing nature of the Pandemic and for the safety and health of our campus community.

California Department of Public Health Alignment with Current CDC Travel Guidelines to Follow When Traveling to and from California:

<table>
<thead>
<tr>
<th>Delay travel (Both Domestic and International) until you’re fully vaccinated.</th>
<th>If you are NOT vaccinated, but choose to travel, get tested before and after.</th>
<th>Always wear a mask on Public Transportation (regardless of your vaccination status).</th>
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<tr>
<td>If you’re fully vaccinated, you can travel safely within the United States (and you don’t need to test or quarantine). If you’re fully vaccinated and traveling internationally, follow CDC testing guidelines for international travel before and after your return to the U.S. Please follow all CDC and California masking guidelines. Please stay informed of CDC Destination Travel Alerts that will warn you about high transmission rates in an area.</td>
<td>If you are NOT vaccinated, but choose to travel domestically, get tested with a viral test 1-3 days BEFORE travel AND 3-5 days AFTER travel. Also, even if you test negative, stay home and self-quarantine for a full 7 days after travel. If you don’t get tested, stay home and self-quarantine for 10 days after travel. If you’re NOT vaccinated, and traveling internationally, follow CDC testing guidelines for international travel before and after your return to the U.S.</td>
<td>Everyone must wear a mask at all times on public transportation (including airports, planes, trains, buses, stations, etc.) into, within, or out of the U.S.</td>
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All California State University Policy and Cal Poly Pomona Standards remain in full effect while accommodating the additional restrictions outlined above. For more information, please visit the CPP Travel website at: [https://www.cpp.edu/fas/university-accounting-services/travel/about.shtml](https://www.cpp.edu/fas/university-accounting-services/travel/about.shtml)

### 6.0 DEFINITIONS

**Extenuating and Compelling Circumstances** – Travel that is approved, and within appropriate local, destination, and CDC guidelines should consider the necessity of the proposed travel including consequences of postponing; availability of safe and secure shelter at the destination; availability of appropriate medical care at the destination; availability of transportation, services, and other necessities at the destination; and assessment of risks associated with traveling versus risks of remaining in place.

**California State University Travel Policy Objective** – This policy articulates the California State University (CSU)’s requirements related to official University business travel to assure that funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations, including recently enacted Assembly Bill 1887, State Discrimination: Travel, which is effective January 1, 2017.

**County of Los Angeles Department of Public Health** – The Los Angeles County Department of Public Health works to protect and improve health and well-being in the largest county in the U.S. Nationally accredited by the Public Health Accreditation Board, Public Health serves over 10 million residents and millions of travelers each year.

  Cal Poly Pomona is within the County of Los Angeles and follows the Health Orders and guidance from its Department of Public Health.

**California Department of Public Health** – Works to protect the public's health in the Golden State and helps shape positive health outcomes for individuals, families, and communities. The Department's programs and services, implemented in collaboration with local health departments and state, federal and private partners, touch the lives of every Californian and visitor to the state 24 hours a day, 7 days a week.

**Centers of Disease Control and Prevention (CDC)** – CDC works 24/7 to protect America from health, safety, and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or
preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

CDC increases the health security of our nation. As the nation’s health protection agency, CDC saves lives and protects people from health threats. To accomplish our mission, CDC conducts critical science and provides health information that protects our nation against expensive and dangerous health threats and responds when these arise.

7.0 CONTACTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Associate Vice President</td>
<td>(909) 869-2008</td>
</tr>
<tr>
<td>Director</td>
<td>(909) 869-2154</td>
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8.0 REVISION TRACKING

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DATE: March 9, 2020
TO: CSU Presidents
FROM: Steve Relyea
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: COVID-19: International & Non-Essential Travel and Study Abroad Update

This document provides guidance on travel restrictions and supplements the travel guidance provided in a March 4, 2020 letter to presidents regarding COVID-19.

Determinations about how best to protect our university community (in the U.S. and abroad) are informed by evolving guidance from the Centers for Disease Control and Prevention (CDC) and the U.S. State Department, as well as state and local public health agencies. Please review the attached guidance dated March 7, 2020 from the California Department of Public Health regarding Higher Education Guidance on Novel Coronavirus or COVID-19.

In early March 2020, the CDC suggested that institutions of higher education consider suspending international programs involving all countries. While we continue to suggest campuses follow the CDC warning level guidelines, the current rapidly changing environment makes it very difficult to predict what the global infection map will look like in the near future. It is highly likely that countries in Europe and Asia, as well as the U.S., will see continuing escalation in infection that will impact travel arrangements we are making today.

Therefore, effective immediately campuses and their auxiliary organizations will suspend all international and non-essential domestic travel from now through May 31, 2020. Future travel, including summer and fall 2020, will be determined as the COVID-19 situation evolves.

Campus presidents may authorize senior executives and Deans to make determinations about what constitutes non-essential domestic travel and to provide exemptions with respect to travel to countries that are not at the CDC Warning Level 3.

Action: Suspend all international and non-essential domestic travel through May 31, 2020
For students currently studying abroad: Current guidance was designed to return students from a place with a significant number of cases, to the United States, a place of relative safety. Now, as the cases in United States rise, it may not always be the case that putting students on a plane to California would be safer than remaining where they are currently located. In addition, some students returning from abroad might not have a place to self-quarantine as recommended by current federal and state guidance.

Therefore, effective immediately, depending on the specific countries and circumstances, campuses should help students remain abroad if, based on current information, it is deemed to be a safer course of action. For students abroad in CDC Level 3 (or above) countries, campuses should formally give them the option to remain or to return with as much assistance as possible.

Upcoming Study Abroad: For upcoming study abroad programs (occurring after May 31, 2020) campuses should review the current situation in the host country, current travel restrictions, and planning requirements as they consider whether to move forward with those programs.

Systemwide Resources

Please continue to take advantage of these CSU systemwide resources in your campus planning and preparedness efforts:

- **Instructional continuity**: Alison Wrynn, Associate Vice Chancellor for Academic Programs, Innovation and Faculty Development, at (562) 951-4672 or awrynn@calstate.edu.
- **Student activities, services and support**: Luoluo Hong, Associate Vice Chancellor for Student Affairs and Enrollment Management, at 562-951-4744 or lhong@calstate.edu.
- **International programs and travel**: Leo Van Cleve, Assistant Vice Chancellor International and Off-Campus Programs, at (562) 951-4790 or e-mail at lvancleve@calstate.edu.
- **Human resources and personnel matters**: Stephanie Wright, Chief of Staff, Human Resources, at 562-951-4253 or swright@calstate.edu.
- **Risk management, health and safety concerns**: Zachary Gifford, Director of Systemwide Risk Management, at (562) 951-4580 or zgifford@calstate.edu.
- **Information Technology**: Michael Berman, Assistant Vice Chancellor and Chief Information Officers, at (562) 951-4235 or mberman@calstate.edu.
- **Communications**: Mark Woodland, Assistant Vice Chancellor for Communications, at (562) 951-4657 or mwoodland@calstate.edu.
- **Campus counsel**: Campuses should consult with their designated point of contact from the Office of General Counsel.
c:  Timothy P. White, Chancellor
Loren Blanchard, Executive Vice Chancellor, Academic & Student Affairs
Andy Jones, Executive Vice Chancellor and General Counsel
Garrett Ashley, Vice Chancellor, University Relations and Advancement
Evelyn Nazario, Vice Chancellor, Human Resources
Provosts/Vice Presidents of Academic Affairs
Vice Presidents of Student Affairs and/or Enrollment Management
Vice Presidents of Administration and Finance
Vice Presidents of Advancement
Chief Information Officers
Environmental Health and Safety Directors
Human Resource Directors
Emergency Managers
Risk Managers
DATE: April 29, 2020

TO: CSU Presidents

FROM: Steve Relyea
Executive Vice Chancellor and Chief Financial Officer

SUBJECT: COVID-19 Update: Travel Suspension Extended

This document updates travel guidance and related communications to CSU presidents dated March 4, March 9, March 13, and March 19, 2020, and extends the suspension of all international and non-essential domestic travel to July 31, 2020 due to the COVID-19 pandemic. Presidents may extend the travel restriction beyond that date based on local circumstances.

Determinations about how best to protect our university community (within the U.S. and abroad) are informed by evolving guidance from the Centers for Disease Control and Prevention (CDC) and the U.S. State Department, as well as state and local public health agencies. To date, the U.S. State Department continues to maintain a Level 4 Travel Advisory applicable to worldwide travel. A Level 4: Do Not Travel advisory is the highest warning level due to a greater likelihood of life-threatening risks. During an emergency of this magnitude, the U.S. government may have very limited ability to assist individuals traveling outside of the U.S; accordingly, the State Department has advised U.S. citizens to avoid travel and to return to the United States as soon as it is safe to do so.

CSU campuses and their auxiliary organizations will therefore continue the suspension of all international and non-essential domestic travel through July 31, 2020. We regularly monitor data from local, state, national and international agencies and organizations, and may modify the temporal or geographical restrictions in this directive if warranted by future developments. Based on the above considerations, we will review this travel restriction by mid-June.

Campus presidents may provide an exception in extenuating and compelling circumstances; however, this authority shall not be delegated. When considering requests for an exception, presidents shall consider the following factors, along with other relevant factors as determined by the president:

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<th>CSU Campuses</th>
<th>Fresno</th>
<th>Monterey Bay</th>
<th>San Francisco</th>
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Action: Travel Suspension Extended to July 31
- Necessity of the proposed travel, including consequences of postponing travel
- Needs and preferences of the individual
- Availability of safe and secure shelter at the destination
- Availability of appropriate medical care at the destination
- Availability of transportation, services, and other necessities at the destination
- Assessment of risks associated with traveling versus risks of remaining in place

Upon consideration of the factors above and others as determined by the campus president, the campus president is authorized to approve and/or arrange international and domestic travel. This authority shall not be delegated, and any prior delegations of authority of travel are rescinded. Individuals granted exceptions to travel must observe local health guidelines upon their return. Presidents who grant an exception to the travel suspension must create a written memorialization of how the circumstances were extenuating and compelling, using the factors above.

Circumstances and conditions in any country may, of course, change at any time and we will provide updated information as available.

cc:  Timothy P. White, Chancellor
     Loren Blanchard, Executive Vice Chancellor, Academic & Student Affairs
     Andy Jones, Executive Vice Chancellor and General Counsel
     Garrett Ashley, Vice Chancellor, University Relations and Advancement
     Evelyn Nazario, Vice Chancellor, Human Resources
     Larry Mandel, Vice Chancellor and Chief Audit Officer
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     Vice Presidents of Student Affairs and/or Enrollment Management
     Vice Presidents of Administration and Finance
     Vice Presidents of Advancement
     Chief Information Officers
     Environmental Health and Safety Directors
     Human Resource Directors
     Emergency Managers
     Risk Managers
     Senior International Officers
     Auxiliary Organization Association
DATE:       June 25, 2020

TO:         CSU Presidents

FROM:       Steve Relyea
            Executive Vice Chancellor and Chief Financial Officer

SUBJECT:    FY2020-21 Systemwide Meetings and Conferences

In light of the CSU’s decision to move to a primarily virtual Fall semester, and the realities of the fiscal challenges in the state that will impact budget reductions passed on to the CSU, this document provides information on plans to help mitigate that impact to our system and campuses. Consequently, we are moving to a virtual mode for system-wide meetings and conferences through June 30, 2021.

Additionally, for this academic year, we will be eliminating all non-essential international and domestic travel through June 30, 2021. The 23 University Presidents will have the authority to approve exceptions for travel and in-person meetings when there are compelling reasons that support the academic and co-curricular mission of the campus. Those exceptions will be granted on a very limited basis.

Reductions in operating budgets require actions to reduce non-essential travel expenses. As a result, all systemwide meetings and conferences will be held virtually for the 2020-21 fiscal year.

It is strongly recommended that CSU campuses and their auxiliary organizations also develop policies to move meetings and conferences to a virtual mode whenever possible for the 2020-21 year.

cc:         Timothy P. White, Chancellor
            Loren Blanchard, Executive Vice Chancellor, Academic & Student Affairs
            Andy Jones, Executive Vice Chancellor and General Counsel
            Garrett Ashley, Vice Chancellor, University Relations and Advancement
            Evelyn Nazario, Vice Chancellor, Human Resources
            Larry Mandel, Vice Chancellor and Chief Audit Officer
            Provosts/Vice Presidents of Academic Affairs
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            Vice Presidents of Administration and Finance
            Vice Presidents of Advancement
            Chief Information Officers
            Senior International Officers
            Auxiliary Organization Association

CSU Campuses
Bakersfield       Fresno
Channel Islands   Fullerton
Chico             Humboldt
Dominguez Hills   Long Beach
East Bay          Maritime Academy
Monterey Bay      Northridge
Northridge        Pomona
Sacramento         San Bernardino
San Diego         San Marcos
San Francisco     Sonoma
San José          Stanislaus
San Luis Obispo   Sonoma
Sacramento        Sonoma
San Marcos        Stanislaus
DATE:        April 14, 2021
TO:          CSU Presidents
FROM:        Steve Relyea
             Executive Vice Chancellor and
             Chief Financial Officer
SUBJECT:     COVID-19 Travel Restrictions

SUMMARY:     Modification of Travel Restrictions as of June 1, 2021

Considering the planned re-population of campuses for the Fall 2021 term, and the expected widespread availability of the COVID-19 vaccine, restrictions previously placed on travel will be lifted as of June 1, 2021. Presidents should adhere to the latest travel guidance from the Centers for Disease Control and Prevention (CDC), which can be found here, when determining travel guidelines for their campus.

Systemwide meetings will be considered on a case by case basis, and many of these meetings may continue to be held virtually if it is not essential to be in person.

As vaccinations increase both in the US and abroad, we are hopeful that campuses may begin to consider international travel including faculty research activity and student study abroad. CSU policy requires that we consider the health and safety of students as a part of that determination. For the system programs operating out of the Chancellor’s Office, we expect to send students to some countries and are following each situation closely. The final decision on which countries will be approved will likely take place later in the spring when more information is available. This includes not only our own policies but also those of the host country. For example, Australia does not have a significant number of cases, but our partners there have decided not to allow incoming foreign students.

Campuses are encouraged to look carefully at each program location or travel destination and, as a part of your consideration, include the CDC warning level for that country. Your analysis
should also include the U.S. State Department’s Travel Advisory status and accompanying information and analysis.

The University Presidents will have the authority to establish travel guidelines for their campus and the process for approval of travel.

SR:ME:sh

c: Joseph I. Castro, Chancellor
    Fred E. Wood, Interim Executive Vice Chancellor, Academic and Student Affairs
    Andrew Jones, Executive Vice Chancellor and General Counsel
    Evelyn Nazario, Vice Chancellor, Human Resources
    Garrett Ashley, Vice Chancellor, University Relations and Advancement
    Vlad Marinescu, Vice Chancellor and Chief Audit Officer
    Provosts/Vice Presidents of Academic Affairs
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    Chief Information Officers
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    Auxiliary Officers Association