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SUPPLEMENT TO FASOP: AS-02 “UNIVERSITY TRAVEL REGULATIONS”

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**Travel at University Expense to and from Ebola-Affected Nations**

**Issuance Date:** October 20, 2014  
**Amended:** November 19, 2014  
**Expiration:** Duration of Travel Warnings and Travel Alerts related to Ebola issued by the Centers for Disease Control & Prevention

**I. PURPOSE:**

Finance and Administrative Services Operating Procedure (FASOP: AS-02) provides general regulations for travel at University expense by any employees or student employees who plan to travel to areas affected by the Ebola virus outbreak.

**II. DEFINITIONS**

- A. Traveler: any University Officer, University Employee, student employee or other University-authorized person, when performing University-authorized travel at University expense
- B. Commercial Transportation: a mode of transportation for public conveyance, including but not limited to airplane, bus, train, taxi, ship, or other public transport
- C. Place of General Public Congregation: places where people gather or interact in public, including but not limited to restaurants, grocery stores, gymnasiums, theaters, places of worship, and other similar places.
- D. Identified Nations Watch List: All nations for which an Ebola-related travel warning is listed by the U.S. State Department or the U.S. Centers for Disease Control and Prevention.

**III. Regulations & Procedures Prior to Travel at University Expense**

1. FASOP: AS-02, Section VIII, requires International Travel at University expense to be approved in writing by the Campus Head or a single designee prior to departure. In addition to these regulations, and in light of the current Ebola-related public health emergency, this Supplement **further** requires that Campus Heads shall prohibit Travelers from visiting nations on the Identified Nations Watch List, for the duration of this Supplement, unless otherwise approved in advance as provided herein.



immediately shall initiate any additional actions necessary to protect public health on that campus, shall notify DHH-EPI by telephone at 800-256-2748, and shall notify the President.

#### **V. Reference Documents and Information**

- U.S. State Department Travel Alert:  
<http://travel.state.gov/content/passports/english/alertswarnings/ebola-west-africa.html>
- Centers for Disease Control Travel Notices: <http://wwwnc.cdc.gov/travel/notices>
- Permanent Memorandum 13: [http://www.lsusystem.edu/wp-content/uploads/2011/09/Revised\\_PM13\\_TravelRegulations20140701.pdf](http://www.lsusystem.edu/wp-content/uploads/2011/09/Revised_PM13_TravelRegulations20140701.pdf)
- Governor Jindal's Executive Order 2014-13,  
<http://www.gov.state.la.us/assets/docs/BJ%202014%20-%2013%20Travel%20to%20Areas%20Impacted%20by%20Ebola%20Virus%20Disease.pdf>