



# Business Manager Meeting

# Business Travel

As the University resumes business travel, please be advised of the following:

All risk associated with travel are assumed by the traveler.

Travelers are strongly encouraged to be vaccinated prior to any travel.

The condition to reapprove the travel two weeks prior to departure has been removed, as it is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.

Any COVID-related and/or mandated expenses incurred while on business travel are the responsibility of the traveler. COVID-related expenses may include, but are not limited to: any quarantine expenses (i.e., lodging, meals), COVID test going/returning, or treating an illness.

# Business Travel



# Travel Approvals

