

College of Mines and Earth Sciences Travel Guidelines

Scope:

These guidelines apply to faculty, staff and students, for university approved travel, including faculty coordinated field trips.

Relevant University Regulations:

Policy 3-030: Travel Policy

Policy 10-003: Field Trips

Rule R3-030D: International Travel Safety and Insurance

Definitions:

Policy 3-030: University approved travel is defined as "travel on university business that requires the traveler to be away from home or normal place of employment for a period of time that includes an overnight stay or that requires the use of air transportation." Commuting between an employee's home and regular place of employment is not official university travel.

Domestic Travel - travel within and between any of the states, territories, and possessions of the United States of America.

Foreign Travel - travel outside the United States, its territories and possessions, or as specifically defined by contracting or granting agencies.

Extended-day Travel - travel on university business that requires the traveler to be away from his/her normal place of employment ten hours or more and a distance of at least 100 miles (one way), not requiring an overnight stay.

Policy 10-003: "Field trip" means a journey or excursion away from the university campus, whether or not in university vehicles, involving two or more persons, that is organized and/or sponsored by an operating unit of the university, or by a faculty member or other authorized employee of the university for academic, research or recreational purposes that are related to an approved program or activity of the university. Field trip does not include travel by university athletic teams and related personnel pursuant to approved policies of the department of athletics.

Purpose of the Guidelines is to ensure:

- Compliance with university regulations
- Management of risk associated with university approved travel
- That faculty, staff and students have access to appropriate resources to facilitate safe university approved travel

- Visibility and appropriate oversight of university approved travel

Temporary Travel Restrictions

Through June 30 2021, travel restrictions apply to all business travel for faculty, staff, and bringing guests to campus. The restrictions also apply to all university coordinated student travel. Restrictions will be reviewed in conjunction with health professionals, federal and state entities and will be updated as conditions change.

The procedure for obtaining approval to travel during the period of travel restriction can be found at <https://coronavirus.utah.edu/covid-19-a-z/#T>

The form requesting permission to travel can be found on the College intranet site at:

<https://cmes.utah.edu/intranet/cl-requests/documents-requests/COVID-19%20Travel%20Permission%20-%20Fill%20-%20Extended.pdf>

The Returning Traveler form can be found at:

https://uofu.service-now.com/it?id=uu_catalog_item&sys_id=d8cc4536dbdf8490a0ed7dfdae961984

Guidelines

Travel:

- All travel requests must be supported by a legitimate business reason.
- A trip request form must be submitted by each traveler for every instance of travel regardless of the funding source.
- All travelers must ensure that the department or college (as appropriate) are made aware of date and location of each instance of travel and obtain necessary approval before departing.
- A trip request form must be completed by each traveler for each trip that is either 100 miles or more, or includes an overnight stay or requires air travel. The **minimum** timelines for requesting travel are as follows:
 - Domestic - 1 day before travel
 - International – 3 weeks before travel

Trip request forms must be activated in the Concur Travel System. Information on the Concur system can be found at <https://fbs.admin.utah.edu/travel/utavel-home/>

International travel requires the purchase of insurance and information can be found at <https://regulations.utah.edu/administration/rules/R3-030D.php>

- Each traveler is responsible for ensuring that funds are available to cover the cost of travel and are used appropriately.
- Expenses will only be reimbursed if the trip request form is completed and approved prior to the travel taking place and the expenses report is completed

and supported by relevant receipts. The expenses report and accompanying documentation must be submitted within 20 days after the travel is completed.

- No employee can approve travel, cash advances, pre-paid expense reimbursement for themselves.
- If a cash advance, prior to travel, has been granted, the traveler is responsible for making sure that appropriate receipts are submitted to substantiate expenses and that any unspent funds are returned to the department within 20 days of the completion of travel.
- Departments are responsible for monitoring university approved travel.

Field Trips:

- Faculty, or other designated university employees, who are assigned the role of trip leaders are accountable for making sure that university policies (including travel), and other relevant department protocols, are followed by all participants, including themselves.
- Department chairs and heads of units that sponsor field trips are accountable for these specific actions designated in Policy 10-003:
 - Enforcing university policy related to field trips (including insurance)
 - Notifying students of the requirements of the Field Trips policy
 - Maintaining files of the Statements of Understanding required by the Field Trips policy

If you have questions related to travel, please contact your department administrative staff who will be able to assist you.