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and the Executive Vice President and Chief Financial Officer**

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Guidelines for Domestic and International Travel Approval During the Time of COVID-19

GOAL

This document provides guidance for mission-critical Rutgers-sponsored research, academic, and non-academic activities that require domestic or international travel during the time of COVID-19, while protecting the safety, health, and well-being of all Rutgers faculty, students, post-doctoral fellows, staff, and administrators, both domestic and abroad. This includes **any travel** where an individual or group will have a role in a Rutgers-affiliated capacity, regardless of funding source.

SCOPE OF GUIDELINES

This guidance does not and cannot address all the activity-specific and location-specific challenges, circumstances, and scenarios that Rutgers' employees and students may encounter in considering Rutgers-sponsored domestic and international travel. These guidelines, and those referenced herein, are provided as general guidance intended to help employees and students develop specific strategies to undertake research, academic, and non-academic-related activities in a manner that protects the health and safety of all involved.

GUIDING PRINCIPLES

- **Safety First:** All personnel University-wide share responsibility for the safety, health, and well-being of Rutgers employees and students, and the communities we serve. The health and safety of employees and students is protected by adherence to a minimum of the following six guidelines that should be followed while working and traveling domestically and internationally.
 1. **Facial Mask** – Wear a facial covering over the mouth and nose, most notably when protective (social) distance guidelines (at least six feet) cannot be adhered to.
 2. **Personal Hygiene** – Do not touch your face. Wash hands frequently with soap and water for at least 20 seconds. Wear gloves and/or regularly use a hand sanitizer that contains at least 60% ethyl or isopropyl alcohol.
 3. **Protective (Social) Distance** – Maintain a minimum distance of six feet from other people.
 4. **Health Monitoring** – Active illness management should follow Centers for Disease Control and Prevention (CDC) guidelines (details available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>) and the advice of your physician. Upon return to Rutgers following travel, complete the University's *My Campus Pass* self-screening app (details available at <https://coronavirus.rutgers.edu/symptom-checker/>) each day when traveling to campus or entering a University building. Do not return to campus when sick,

including when your temperature is elevated. See the “Employee Screening” paragraphs in the Administrative Functions section of the [Returning to Rutgers](#) plan found at <https://coronavirus.rutgers.edu/>.

5. **Sanitize Work Areas** – Use appropriate cleaning solutions and methods to regularly sanitize your workstation, laboratory, office, supplies, books, and equipment.
 6. **Self-Quarantine** – All Travelers returning from international travel or from a state that may be on the New Jersey Travel Advisory List may self-quarantine upon return and prior to having a physical presence on any Rutgers campus. Current State quarantine guidelines can be found at <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>. Current CDC guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>. Additionally, Travelers must have a negative COVID-19 test result prior to returning to campus, following State testing and quarantining guidelines.
- **General Return to Research Guidance:** All faculty are expected to comply with the requirements provided in the [Returning to Research](#) plan, including guidance involving the Institutional Review Board and the Institutional Animal Care and Use Committee.
 - **Training:** All University-wide personnel must complete COVID-19 safety training prior to resuming research, academic, or non-academic activities on-campus or off-campus, domestically or internationally. This can be found at <https://rutgersu.percipio.com>, and is entitled “Safety Short: Coronaviruses and COVID-19” in your listing of Compliance videos. Additionally, researchers must complete [COVID-19 Health and Safety Awareness Training](#) prior to resuming research-related activities.
 - **Questions and Concerns:** Research-, academic-, and non-academic-related travel questions and concerns should be submitted to the Traveler’s associated principal investigator, Immediate Supervisor, Department Chair, or Division head, where applicable. In the event that a travel process question or concern needs further clarification, contact RUTravel@finance.rutgers.edu or travelauth@rutgers.edu.
 - **Ongoing Changes:** These Guidelines will evolve in response to changes in science and circumstances.
 - **Vaccination Information:** The forms used in the Travel Approval Process request information on the intended vaccination status of the Traveler(s) by the date of travel, to provide information for reviewers to consider for alignment with current University, state, federal, and planned travel location(s) requirements.

DOMESTIC TRAVEL

APPROVAL PROCESS FOR ALL RUTGERS-RELATED RESEARCH, ACADEMIC, AND NON-ACADEMIC DOMESTIC TRAVEL DURING THE TIME OF COVID-19

STEP 1: Travelers (faculty, students, post-doctoral fellows, staff, administrators, groups, and others) who determine a need to resume research or engage in academic or non-academic activity as a Rutgers-affiliated individual that requires domestic travel should consider the following items:

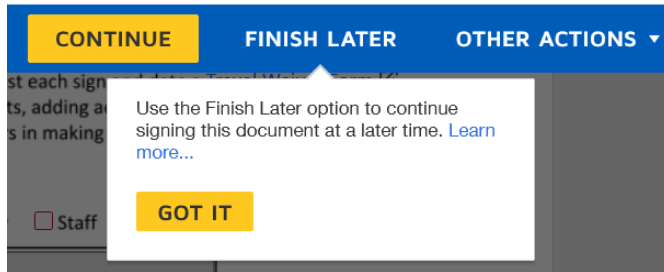
1. Identify the Rutgers affiliation of the Traveler (an undergraduate student, graduate student, post-doctoral fellow, faculty, staff, administrator, group (more than one person, all following the same itinerary), or other (such as alumnus or Board member)).
2. Is the primary purpose of travel to conduct activities that are time-critical, cannot be delayed without serious disruption to degree/career advancement or funded contracts, and/or cannot be performed remotely or by alternative personnel at the off-campus location?
3. Has funding been allocated, either internally or externally, for this travel?
4. Review the [levels of risk](#) according to the [Centers for Disease Control and Prevention \(CDC\)](#) and/or the respective state's travel advisory list. See also the [State Department's Travel Advisory](#). Can these levels of risk be managed by the Traveler?
5. Does the activity and planned travel follow all COVID-19 laws and regulations established by the individual's home and destination countries?
6. Can the six **Safety First** guiding principles referred to in this document be adhered to in the course of the research/academic activity and planned travel?

If the answers to questions 2-6 are "Yes" and satisfactory explanations can be provided for questions 2, 4, 5, and 6, then the Traveler, or a Requestor (who assists with form preparation and submittal), should use the following form:

- Form A – One Individual, Domestic Travel – [Practice Form](#) [DocuSign Form](#)
- Form B – Group Domestic Travel (more than one individual, same itinerary) – [Practice Form](#) [DocuSign Form](#)

The person submitting the form will utilize the **DocuSign version** of the form to provide the name and Rutgers email address of the associated Business Office Representative, and the Academic or Administrative Approver from the [Travel Approver Listing](#) for processing the review of the form; they then click "*Begin Signing*" to move into the form, and click "*Continue*" to then provide the other requested information; sign the form as prompted; and submit the form through DocuSign by clicking "*Finish*."

For the Requestor to enable the Traveler to sign the Travel Requirement Affirmation Related to COVID-19 on Page 2 of the form, the Requestor should complete all of the other information on the form, and then select the "*Finish Later*" option at the top of the screen:



DocuSign will send the Requestor an email with the link to the document that the Requestor can forward to the Traveler. The Traveler then opens the form, selects “*Continue*,” adds their signatures on Page 2, and clicks on “*Finish*” to submit the form into the review process.

For group travel, the responsible party completes [DocuSign Form B](#) as the Traveler, completes the Group Travel Listing on Page 3, and submits the form. The group will then be assigned a Group Reference Number by the Rutgers Travel office. Each member of the group must sign and date a [Travel Waiver Form](#), include the assigned Group Reference Number on their forms, and submit the form through DocuSign.

The Traveler and Requestor (if applicable) will receive an email from “Travel Authorization” with the review outcome.

STEP 2: Business Office:

- The Funding Source Business Office Representative inserts the general ledger or project string information in the form fields on Page 1, signs the form as prompted, and submits the form through DocuSign by clicking “*Finish*.” If the travel is fully funded externally, the Business Office Representative enters all 0s for the General Ledger String information and checks the “Funding Through Rutgers Not Required” box.
- If the Business Office Representative elects to decline the travel request, they select from the “*Other Actions*” pull-down listing, “*Decline to Sign*,” then “*Continue*,” provide a reason for declining, and click on “*Decline to Sign*” to submit the declined form through DocuSign. The Traveler and Requestor are provided a copy of the Declined travel request.

STEP 3: Academic or Administrative Supervisor:

- The Academic or Administrative Supervisor approves the travel request, signs on Page 2, as prompted by DocuSign, and submits the form through DocuSign by clicking “*Finish*.”
- If the Academic or Administrative Supervisor elects to decline the travel request, they select from the “*Other Actions*” pull-down listing, “*Decline to Sign*,” then “*Continue*,” provide a reason for declining, and click on “*Decline to Sign*” to submit the declined form through DocuSign. The Traveler and Requestor are provided a copy of the Declined travel request.

STEP 4: Travel arrangements:

- The Traveler and Requestor (if applicable) will receive an email from “Rutgers Travel” with the review outcome.
- If approved, the Traveler and Requestor (if applicable) will receive details on booking travel through one of the University’s [approved travel agencies](#) that allow for direct billing to the University.
- Following the completion of travel, the approved *Form A* or *Form B* must be attached to the travel/expense report submitted for reimbursement, or funds will not be released.

INTERNATIONAL TRAVEL

APPROVAL PROCESS FOR ALL RUTGERS-SPONSORED OR RUTGERS-RELATED RESEARCH, ACADEMIC, AND NON-ACADEMIC **INTERNATIONAL TRAVEL**

STEP 1: Travelers (faculty, students, post-doctoral fellows, staff, administrators, groups, and others) who determine a need to engage in research, academic, or non-academic activity that requires international travel must respond to the following items:

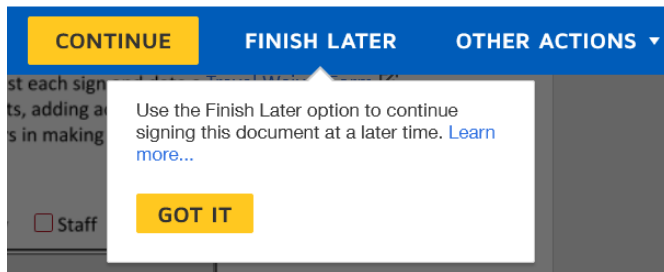
1. Identify the Rutgers affiliation of the Traveler (an undergraduate student, graduate student, post-doctoral fellow, faculty, staff, administrator, group (more than one person, all following the same itinerary), or other (such as alumnus, Board member, or candidate)).
2. Is the primary purpose of travel to conduct activities that are time-critical, cannot be delayed without serious disruption, and/or cannot be performed remotely or by alternative personnel at the off-campus location? Explain.
3. Has funding been allocated, either internally or externally, for this travel?
4. Review the [levels of risk](#) according to the [Centers for Disease Control and Prevention \(CDC\)](#) and/or the respective state's travel advisory list. See also the [State Department's Travel Advisory](#). Can these levels of risk be managed by the Traveler? Detail the levels of risks identified on these websites and explain how the Traveler will manage these risks.
5. Does the planned activity and travel follow all COVID-19 laws and regulations established by the individual's home and destination countries? Explain.
6. Can the six **Safety First** guiding principles referred to in this document be adhered to in the course of the planned activity and travel? Explain.

If the answers to questions 2-6 are "Yes" and satisfactory explanations/justifications can be provided for questions 2, 4, 5, and 6, then the Traveler, or a Requestor (who assists with form preparation and submittal), should use [DocuSign Form C](#) to submit their request for approval of their travel.

After reviewing the [Practice Form C](#) to collect the necessary information for completion of the form, the person submitting the form will utilize the [DocuSign Version](#) of the form to submit it into the review process. The Traveler or the Requestor (if applicable), first provides the name and Rutgers email address of the associated Business Office representative as well as the Academic or Administrative Approver from the [Travel Approver Listing](#).

They then click "*Begin Signing*" to move into the form, and click "*Continue*" to then provide responses to the above questions onto the form as prompted, along with Traveler and Requestor Information, COVID-19 Vaccination status, and details on the planned travel and estimated costs. The Traveler/Requestor then signs the form as prompted; and submits the form through DocuSign by clicking "*Finish*."

For the Requestor to enable the Traveler to sign the Travel Requirement Affirmation Related to COVID-19 on Page 3 of the form, the Requestor should complete all of the other information on the form, and then select the "*Finish Later*" option at the top of the screen:



DocuSign will send the Requestor an email with the link to the document that the Requestor can forward to the Traveler. The Traveler then opens the form, selects “*Continue*,” adds their signatures on Page 3, and clicks on “*Finish*” to submit the form into the review process.

For group travel, the responsible party completes the form as the Traveler, completes the Group Travel Listing on Page 5, and submits the form. The group will then be assigned a Group Reference Number by travelauth@rutgers.edu. Each member of the group must sign and date an [International Travel Waiver Form](#), including the Group Reference Number, and submit the form through DocuSign.

The Traveler and Requestor (if applicable) will receive an email from “Travel Authorization” with the review outcome.

STEP 2: Business Office:

- The Business Office Representative inserts the general ledger or project string information in the form fields on Page 2, signs the form as prompted, and submits the form through DocuSign by clicking “*Finish*.” If the travel is fully funded externally, the business office representative enters all 0s for the General Ledger String information and checks the “Funding Through Rutgers Not Required” box.
- If the Business Office Representative elects to decline the travel request, they select from the “*Other Actions*” pull-down listing, “*Decline to Sign*” then “*Continue*,” provide a reason for declining, and click on “*Decline to Sign*” to submit the declined form through DocuSign. The Traveler and Requestor are provided a copy of the Declined travel request.

STEP 3: Travel Advisory Group (TAG) reviews the proposed travel:

- If the TAG agrees to approve the proposed travel, a representative of the TAG signs the form as prompted and submits the form through DocuSign by clicking “*Finish*.”
- If the TAG agrees to decline the proposed travel, a representative of the TAG selects from the “*Other Actions*” pull-down listing, “*Decline to Sign*” then “*Continue*,” provides a reason for declining, and clicks on “*Decline to Sign*” to submit the declined form through DocuSign. The Traveler and Requestor are provided a copy of the Declined travel request..

STEP 4: Academic or Administrative Supervisor:

- The Academic or Administrative Supervisor approves the travel request, signs on Page 2, as prompted by DocuSign, and submits the form through DocuSign by clicking “*Finish.*”
- If the Academic or Administrative Supervisor elects to decline the travel request, they select from the “*Other Actions*” pull-down listing, “*Decline to Sign*” then “*Continue,*” provide a reason for declining, and click on “*Decline to Sign*” to submit the declined form through DocuSign. The Traveler and Requestor are provided a copy of the Declined travel request.

STEP 5: Travel arrangements and international travel registration:

- The Traveler and Requestor (if applicable) will receive an email from “Travel Authorization” with the review outcome.
- If approved, the Traveler and Requestor (if applicable) will be contacted by University Procurement Services with details on booking travel through one of the University’s [approved travel agencies](#) that allow for direct billing to the University.
- The Traveler/Requestor must also complete the [International Travel Registration Form](#).
- Following the completion of travel, the approved *Form C* must be attached to the travel/expense report submitted for reimbursement, or funds will not be released.

STUDY ABROAD – Rutgers-Initiated

APPROVAL PROCESS FOR FACULTY- OR STUDENT-INITIATED STUDY ABROAD PROGRAMS

STEP 1: Rutgers faculty, students, staff, post-doctoral fellows, and administrators who determine a need to engage in study abroad activity that requires domestic or international travel, must first submit a Petition for Study Abroad to Rutgers Global-Study Abroad for review.

STEP 2: Study Abroad Planners who have received approval of their Petition for Study Abroad must respond to the following items:

1. Identify the Rutgers affiliation of the Study Abroad program participants.
2. Is the primary purpose of travel to study abroad, to perform research abroad, to participate in an internship, or to participate in a service-learning program?
3. Will the program be for-credit or not-for-credit?
4. Please list (or attach a copy of) the CDC and US State Department risk levels as of the date of filing. Can these levels of risk be managed by the program director and students? Please explain how risks will be managed, including likely hospitals/clinics/doctors that would be accessible should you or someone in the program test positive or fall ill. Please note that Rutgers University strongly recommends that all travelers have been vaccinated for COVID-19 prior to travel.
5. Can the Rutgers Safety First Principles referred to on Page 1 of this document, as well as all COVID-19 regulations and guidelines of New Jersey, the US government, and the countries/locations visited during the travel and while abroad be adhered to in the course of the activity and planned travel? Explain as appropriate.
6. Has the study abroad travel plan been pre-approved by the Rutgers Global Study Abroad office? If so, please attach their response/recommendation.

If the answers to questions 2-6 are “Yes” and satisfactory explanations/justifications have been provided for questions 4 and 5, then the Study Abroad Planner for the traveling group, or a Requestor (who assists with form preparation and submittal), should review [Form SA1 – Faculty-led Study Abroad Travel](#), and utilize the [DocuSign version of the form](#), supplying the Name and Rutgers Email Address of the Business Office, the Department Chair, the Dean, and the respective Chancellor/Provost or Executive/Senior Vice President. The travel details are inserted into the form, the Study Abroad Planner or Requestor signs the form as prompted, and selects “Finish” to submit the form through DocuSign.

The Study Abroad Planner and Requestor (if applicable) will receive an email from “Travel Authorization” with the review outcome.

If the travel request is approved, a full [Group Travel Listing](#) will need to be submitted, as well as a signed and dated [International Travel Waiver Form](#) from each participating member of the group. When the initial Form SA1 is submitted, a Group Reference Number will be assigned, which must be included on each associated Travel Waiver Form submitted through DocuSign.

STEP 3: Business Office:

The Business Office Representative inserts the general ledger string in the form on Page 2, signs the form as prompted, and submits the form through DocuSign by clicking “*Finish*.”

STEP 4: Travel Advisory Group (TAG) reviews the proposed travel:

- If the TAG agrees to approve the proposed travel, a representative of the TAG signs the form as prompted and submits the form through DocuSign by clicking “*Finish*.”
- If the TAG agrees to deny the proposed travel, a representative of the TAG signs the form, adds their Name and Title, selects the *Travel Authorization Denied* box, completes the *Reason for Denial* and *Denied by* fields, and selects “*Finish*” to submit the form through DocuSign.

STEP 5: The Department Chair must address the following questions:

- Does the travel request address the items in Step 2 completely and thoroughly?
- Does the travel request meet the criteria of being essential and location-specific?

If the answer to both questions is “Yes,” then the Department Chair signs the form as prompted and submits the form through DocuSign by clicking “*Finish*.”

If the answer to either of these questions is “No,” the Department Chair can deny the travel request by signing the form, adding their Name and Title, selecting the *Travel Authorization Denied* box, completing the *Reason for Denial* and *Denied by* fields, and selecting “*Finish*” to submit the form through DocuSign.

STEP 6: The Dean must address the following questions:

- Does the travel request address the items in Step 2 completely and thoroughly?
- Does the travel request meet the criteria of being essential and location-specific?

If the answer to both questions is “Yes,” then the Dean signs the form as prompted and submits the form through DocuSign by clicking “*Finish*.”

If the answer to either of these questions is “No,” the Dean can deny the travel request by signing the form, adding their Name and Title, selecting the *Travel Authorization Denied* box, completing the *Reason for Denial* and *Denied by* fields, and selecting “*Finish*” to submit the form through DocuSign.

STEP 7: The Executive or Senior Vice President or Chancellor/Provost’s office must address the following questions:

- Does the travel request address the questions in Step 1 completely and thoroughly?
- Does the travel request meet the criteria of being essential and location-specific?

If the answer to both questions is “Yes,” the Executive or Senior Vice President or Chancellor/Provost makes the final decision to approve or deny the travel request. If approved, the Executive or Senior Vice

President or Chancellor/Provost signs the form as prompted and submits the form through DocuSign by clicking “*Finish*.”

If the proposed travel is denied, the Executive or Senior Vice President or Chancellor/Provost signs the form, adding their Name and Title, selects the *Travel Authorization Denied* box, completes the *Reason for Denial* and *Denied by* fields, and selects “*Finish*” to submit the form through DocuSign.

STEP 8: Travel arrangements and international travel registration:

- The Study Abroad Planner and Requestor (if applicable) will receive an email from “Travel Authorization Form” with the review outcome.
- If approved, the Study Abroad Planner and Requestor (if applicable) will be contacted by University Procurement Services with details on booking travel through one of the University’s [approved travel agencies](#) that allow for direct billing to the University.
- For international travel, the responsible person must also complete the [International Travel Registration Form](#), which must include the requested information for each of the members of the group.
- A signed and dated [International Travel Waiver Form](#) must be collected from each participating member of the group prior to travel.
- Following the completion of travel, the approved Form SA1 must be attached to the travel/expense report submitted for reimbursement, or the funds will not be released.

STUDY ABROAD – Externally-Initiated

APPROVAL PROCESS FOR EXTERNAL PROVIDER STUDY ABROAD PROGRAMS

STEP 1: Rutgers faculty, students, staff, post-doctoral fellows, and administrators who determine a need to engage in study abroad activity that requires domestic or international travel and will be utilizing the services of an external provider to organize a study abroad program, must first submit a Petition for Study Abroad to Rutgers Global-Study Abroad for review.

STEP 2: Study Abroad Planners who have received approval of their Petition for Study Abroad must respond to the following items:

1. Identify the Rutgers affiliation of the Study Abroad program participants.
2. Is the primary purpose of travel to study abroad, to perform research abroad, to participate in an internship, or to participate in a service-learning program?
3. Will the program be for-credit or not-for-credit?
4. Please list (or attach a copy of) the CDC and US State Department risk levels as of the date of filing. Can these levels of risk be managed by the program director and students? Please explain how risks will be managed, including likely hospitals/clinics/doctors that would be accessible should you or someone in the program test positive or fall ill. Please note that Rutgers University strongly recommends that all travelers have been vaccinated for COVID-19 prior to travel.
5. Can the Rutgers Safety First Principles referred to on Page 1 of this document, as well as all COVID-19 regulations and guidelines of New Jersey, the US government, and the countries/locations visited during the travel and while abroad be adhered to in the course of the activity and planned travel? Explain as appropriate.
6. Has the study abroad travel plan been pre-approved by the Rutgers Global Study Abroad office? If so, please attach their response/recommendation.

If the answers to questions 2-6 are “Yes” and satisfactory explanations/justifications have been provided for questions 4 and 5, then the Study Abroad Planner for the traveling group, or a Requestor (who assists with form preparation and submittal), should review [Form SA2 – External Provider Study Abroad Travel](#), and utilize the [DocuSign version of the form](#), supplying the Name and Rutgers Email Address of the Business Office, and the respective EVP/SVP or Chancellor/Provost. The travel details are inserted into the form, the Study Abroad Planner or Requestor signs the form as prompted and selects “Finish” to submit the form through DocuSign.

The Study Abroad Planner and Requestor (if applicable) will receive an email from “Travel Authorization” with the review outcome.

If the travel request is approved, a signed and dated [International Travel Waiver Form](#) from each participating member of the group will need to be submitted through DocuSign.

STEP 3: Business Office:

- The Business Office Representative inserts the general ledger string in the form on Page 2, signs the form as prompted, and submits the form through DocuSign by clicking “*Finish.*”

STEP 4: Travel Advisory Group (TAG) reviews the proposed travel:

- If the TAG agrees to approve the proposed travel, a representative of the TAG signs the form as prompted and submits the form through DocuSign by clicking “*Finish.*”
- If the TAG agrees to deny the proposed travel, a representative of the TAG signs the form, adds their Name and Title, selects the *Travel Authorization Denied* box, completes the *Reason for Denial* and *Denied by* fields, and selects “*Finish*” to submit the form through DocuSign.

STEP 5: The Executive Vice President for Academic Affairs must address the following questions:

- Does the travel request address the questions in Step 1 completely and thoroughly?
- Does the travel request meet the criteria of being essential and location-specific?

If the answer to both questions is “Yes,” the Executive Vice President for Academic Affairs makes the final decision to approve or deny the travel request. If approved, the Executive Vice President for Academic Affairs signs the form as prompted and submits the form through DocuSign by clicking “*Finish.*”

If the proposed travel is denied, the Executive Vice President for Academic Affairs signs the form, adds their Name and Title, selects the *Travel Authorization Denied* box, completes the *Reason for Denial* and *Denied by* fields, and selects “*Finish*” to submit the form through DocuSign.

STEP 6: Travel arrangements and international travel registration:

- The Study Abroad Planner and Requestor (if applicable) will receive an email from “Travel Authorization Form” with the review outcome.
- If approved, the Study Abroad Planner and Requestor (if applicable) will be contacted by University Procurement Services with details on booking travel through one of the University’s [approved travel agencies](#) that allow for direct billing to the University.
- For international travel, the responsible person must also complete the [International Travel Registration Form](#), which must include the requested information for each of the members of the group.
- A signed and dated [International Travel Waiver Form](#) must be collected from each participating member of the group prior to travel.
- Following the completion of travel, the approved Form SA2 must be attached to the travel/expense report submitted for reimbursement, or the funds will not be released.