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Doane Continues to Suspend Non-Essential Institutional Travel

1 message

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Doane Continues to Suspend Non-Essential Institutional Travel

Since March 12, 2020, Doane has suspended non-essential institutional Travel. See Finance and Administration [COVID page](#) for details on that policy.

Currently, the U.S. The Department of State has maintained a Level 3 or 4 travel warning for a large majority of countries outside of the United States. Based on this advisory and institutional policy limiting travel to countries with Level 3 or 4 advisories, **Doane University is continuing to suspend institutionally sponsored travel through August 1st.** Doane currently has no students abroad and has not since Spring 2020.

Travel impacted by this decision includes:

- International and domestic travel courses
- Individual study abroad
- Intern & research abroad
- Non-essential business travel (**see below for further details**)

At this time, this does not include (but this is subject to change):

- Athletics and co-curricular activities
- Essential job related travel (check with your direct supervisor for more specific guidance)

Students will be refunded any deposits, fees or other charges related to Doane Travel Courses. Doane will also assist with obtaining refunds and reimbursements

for students planning individual study abroad programs through third party providers this summer.

Faculty or staff who have booked travel that will be impacted by this policy or whose events, conferences or other travel have been cancelled due to COVID-19 should arrange for full reimbursement of their charges. Let the Business Office know if any charges will not be refunded or only credits will be granted. Reimbursements will be issued for any out-of-pocket expenses incurred. Faculty or staff with questions related to their travel are encouraged to contact the Business Office at accounts.payable@doane.edu.

Students, faculty or staff with questions or concerns related to study abroad and travel courses should contact the Office of International Programs at international@doane.edu. More information about the process to come. Stay tuned.

Temporary Suspension of Nonessential Business Travel

Due to Doane's commitment to employee safety, in light of the COVID-19 (coronavirus) outbreak, effective immediately, all non-essential business travel will be suspended until further notice. Doane will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Travel Cancellation Procedures

If non-essential business travel has already been booked, please properly cancel airfare (see <https://www.studentuniverse.com/coronavirus> for a list of airlines and their policies) and hotel to receive a refund or credit, if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

Essential Travel

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

Procedures Upon Return from Travel

The CDC has a FAQ for travelers that can be found [here](#). Whether you are traveling or not, please keep the following in mind:

1. If you are experiencing any symptoms related to COVID-19 please follow the CDC quarantine recommendations for 14 days. Report your condition to the following support services so we can assist and provide you with further information:

- Employees: Please contact Anne Ziola anne.ziola@doane.edu with your information.
- Students: Please contact Nurse Kelly kelly.jirovec@doane.edu with your information.
- **This information will be kept private and only used as quantitative-summary data (e.g., 14 reports from [TBD] campus).**

2. If you have traveled to any area currently being monitored by the CDC as Level 1, 2 or 3 health notices, please report this information immediately. We would like to know your self-quarantine actions or preventative measures.

- Employees: Please contact Anne Ziola anne.ziola@doane.edu with your information.
- Students: Please contact Nurse Kelly kelly.jirovec@doane.edu with your information.
- **This information will be kept private and only used as quantitative-summary data (e.g., 14 reports from [TBD] campus).**

Please contact the human resources department with any questions or concerns.



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