

Date: Tuesday, May 12, 2020 9:55 PM

To: All UF Employees

From: Joe Glover, Provost, and Charlie Lane, Chief Operating Officer

Subject: Revised Travel Policy

On March 16, 2020, President Fuchs prohibited non-essential university travel. Travel that was deemed essential needed approval by a Senior Vice President or Vice President. Employees were strongly encouraged to minimize personal travel.

This memo modifies that policy as follows.

As UF reopens and reengages with other universities, industries, research and instructional initiatives, and governmental agencies, it is to be expected that members of the community will engage in additional travel closely tied to these activities. Consequently, essential travel directly connected to assigned university duties will be approved by the Dean of a College (or analogous Director in certain units), a Senior Vice President, or Vice President. At this time and until further notice, Deans and Directors may not delegate this responsibility to Department Chairs. No travel reimbursements will be issued without that approval.

Employees are still strongly encouraged to minimize personal travel.

Employees who do travel should inform themselves about restrictions and quarantines either in the areas to which they travel or requirements of the State of Florida and the University of Florida in returning from certain locations. UF may require returning employees to self-quarantine for 14 days after returning from certain destinations.

Employees are reminded that any international travel must be pre-approved by a Dean (or SVP or VP) and must be registered on the International Center International Travel Registration website <https://internationalcenter.ufl.edu/travel/online-travel-registration>. Employees are further reminded that they could find their movements severely restricted in international travel, including re-entry into the United States.