UNIVERSITY OF CENTRAL FLORIDA

College of Sciences

**COVID-19**  
*Non-Research and Research Related Travel Process*

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# Background Information

Effective March 31, 2020 the University has implemented a travel freeze due to the COVID-19 pandemic.

Exceptions to the travel freeze may be requested for the below travel types if it is proven to be critical in supporting the university’s core mission of education and research. A blanket travel exception will not be granted. Each exception is reviewed on a case-by-case basis.

A faculty member who is on contract during the academic year or summer terms and would like to travel using their own funds to avoid the pre-approval process, must still obtain travel approval from the University.

Please ensure that the traveler starts the below process in the appropriate amount of time to get all the required approvals. The College recommends at least 1 month for domestic travel and 2 months for international travel.

# Non-Research Related Travel

All non-research related travel exception request is reviewed on a case-by-case basis by the Provost Office. To submit an exception request, please follow the process that is outlined below. Please note that if the event you are requesting for travel has a **virtual option** for attendance, the traveler **must** choose this option.

**Domestic**

1. The traveler must fill out and submit the Provost Office Travel Freeze Exception [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\PreApproval%20Request\Provost%20Office_Travel-Freeze-Exeception-Request_2020-12_Non_Research.pdf) to the Chair/Director of the Unit.
2. Because the form does not have a place for the Chair/Director approval, please attach the email approval to the request.
3. A completed Health and Safety Plan [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Travel-Request-Form.pdf) must be included by each traveler outlining their plans to follow the University’s and the CDC safety guidelines for COVID-19. This plan must be detailed and describe how the traveler plans to follow CDC and University COVID-19 guidelines, i.e face coverings, physical distance, hand hygiene, food safety and utilizing the UCF COVID-19 app. The traveler must also include the safety guidelines for the destination in which they are requesting to travel. If the required information does not fit in the box on the form, please type “See attached Health and Safety Form” and attached a detailed memo outlining the health and safety precautions that will be taking place. \*
4. A copy of the itinerary, invitation, or back-up documentation that details the reason for the travel.
5. Please combine all documents into one file and ensure all the appropriate signatures and approvals are included.
6. Submit the request to [cosaccounting@ucf.edu](mailto:cosaccounting@ucf.edu)

\*The College will be facilitating the approval of the Health and Safety plan with the EHS office.

\*If more than one traveler to the same destination, each traveler must submit their own exception request and Health and Safety Pla

**International Travel**

1. Traveler must register their trip with UCF Global. <https://global.ucf.edu/international-health-and-safety/travel-registration/>
2. Submit the Qualtrics survey provided by UCF Global to obtain background information on the trip and to schedule the UCF Global meeting. <https://ucf.qualtrics.com/jfe/form/SV_577BSvZBdSfNwNL>
3. Derek Covenah of UCF Global will reach out to traveler to schedule the meeting. It is recommended that the traveler have all the Health and Safety plan information ready by the meeting date.
4. Once UCF Global has approved the travel, then proceed to the COS Travel Pre-Approval Process.
5. The traveler must fill out and submit the Provost Office Travel Freeze Exception [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\PreApproval%20Request\Provost%20Office_Travel-Freeze-Exeception-Request_2020-12_Non_Research.pdf) to the Chair/Director of the Unit.
6. Because the form does not have a place for the Chair/Director approval, please attach the email approval to the request.
7. A completed Health and Safety Plan [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Travel-Request-Form.pdf) must be included by each traveler outlining their plans to follow the University’s and the CDC safety guidelines for COVID-19.. If the required information does not fit in the box on the form, please type “See attached Health and Safety Form” and attached a detailed memo outlining the health and safety precautions that will be taking place. \*
8. The traveler must also include the safety guidelines for the destination in which they are requesting to travel. \*
9. A copy of the itinerary, invitation, or back-up documentation that details the reason for the travel.
10. Proof of approval from UCF Global
11. Please combine all documents into one file and ensure all the appropriate signatures and approvals are included.
12. Submit the request to [cosaccounting@ucf.edu](mailto:cosaccounting@ucf.edu)

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\*If more than one traveler to the same destination, each traveler must submit their own exception request and Health and Safety Plan

# Research related travel

All research related travel exception request is reviewed on a case-by-case basis by the Vice President of Research. To submit an exception request, please follow the process that is outlined below. Please note that if the event you are requesting for travel has a **virtual option** for attendance, the traveler **must** choose this option.

**Domestic Travel**

1. The traveler must fill out and submit the College of Sciences Pre-Approval [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\PreApproval%20Request\COS%20Travel%20PreApproval%20Request.pdf) to the Chair/Director of the Unit.
2. A completed Health and Safety Plan [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Travel-Request-Form.pdf) must be included by each traveler outlining their plans to follow the University’s and the CDC safety guidelines for COVID-19. This plan must be detailed and describe how the traveler plans to follow CDC and University COVID-19 guidelines, i.e face coverings, physical distance, hand hygiene, food safety and utilizing the UCF COVID-19 app. The traveler must also include the safety guidelines for the destination in which they are requesting to travel. If the required information does not fit in the box on the form, please type “See attached Health and Safety Form” and attached a detailed memo outlining the health and safety precautions that will be taking place. \*
3. If travel is for **Field Research or involve Human Subjects**, the following forms must also be submitted:
   1. [EHS Field Research Safety Planning Record form.](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Field-Research-Safety-Planning-Record.pdf)
   2. [EHS Field Research health form.](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Field-Research-Health-Form.pdf)
   3. [EHS COVID-19 Human Subject Research Standard Safety Plan form.](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Human-Subject-Research-Standard-Safety-Plan.pdf)
4. A copy of the itinerary, invitation, or back-up documentation that details the reason for the travel.
5. Please combine all documents into one file and ensure all the appropriate signatures and approvals are included.
6. Submit the request to [cosaccounting@ucf.edu](mailto:cosaccounting@ucf.edu)

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3. Derek Covenah of UCF Global will reach out to traveler to schedule the meeting. It is recommended that the traveler have all the Health and Safety plan information ready by the meeting date.
4. Once UCF Global has approved the travel, then proceed to the COS Travel Pre-Approval Process.
5. The traveler must start the College pre-approval process and submit the College of Sciences Pre-Approval [form](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\PreApproval%20Request\COS%20Travel%20PreApproval%20Request.pdf) to the Chair/Director of the Unit.
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   2. [EHS Field Research health form.](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Field-Research-Health-Form.pdf)
   3. [EHS COVID-19 Human Subject Research Standard Safety Plan form.](file:///S:\COS%20Training%20and%20Forms\Accounting\Travel\EHS%20Forms\Human-Subject-Research-Standard-Safety-Plan.pdf)
8. A copy of the itinerary, invitation, or back-up documentation that details the reason for the travel.
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# Questions/Concerns

If you have any questions or concerns, please reach out to COS Accounting at [cosaccounting@ucf.edu](mailto:cosaccounting@ucf.edu) or Ashley Hilyer at [Ashley.hilyer@ucf.edu](mailto:Ashley.hilyer@ucf.edu).