BAYLOR UNIVERSITY

COVID-19 Interim International and Domestic Travel Policy

Many Baylor community members are generally able to engage in various forms of travel, either permissive as students or as faculty/staff, or required travel in the course and scope of employment duties. Baylor will provide funding for travel, as appropriate to the business functions of the University.

Please Note: All forms of Baylor travel must be conducted in accordance with this Interim policy and other existing policies impacting travel.

For definitions of words used in this policy, see the Baylor University Global Safety and Security Policy

I. COVID-19 Impact Generally:

Baylor University continues to carefully monitor and respond to the conditions on and off-campus associated with the COVID-19 global pandemic. In order to assist students, faculty, and staff, as well as other members of the Baylor University community to mitigate the effects of COVID-19, the University has taken steps to develop interim policies in accordance with federal, state and local government recommendations. As part of a holistic approach to the pandemic, Baylor has imposed certain travel restrictions, qualifications, and advisories. Travel restrictions and advisories may change frequently.

A. Traveler Responsibilities Regardless of Location

Health Safety Briefings - It is the responsibility of Baylor University travelers to assess and mitigate health, safety, and security risks when engaging in travel. Individuals may obtain health, safety briefings for University-sponsored international and/or domestic travel from the Global Safety and Security office with 1 business day notice provided to Jared.Bickenbach@baylor.edu.

Vaccination - To help mitigate risk of disease during and after all domestic and international travel, Baylor Health Services has been providing vaccines in accordance with the Texas Department of State Health Services eligibility list. For Baylor University, this is an important step toward a return to “normal” campus operations. Baylor strongly encourages all individuals to be vaccinated, to the extent that they do not have medical or sincerely held religious beliefs to abstain from the vaccine. More information on vaccines is available at Baylor’s COVID-19 Vaccine Information page.

B. International Travel:

COVID-19 impact: As we continue to navigate the complex and uncertain circumstances arising from the COVID-19 pandemic, Baylor has implemented certain restrictions on international travel. These restrictions will be reviewed monthly and revised as appropriate if circumstances change. Updates can be found at Travel Advisories and Resources | Coronavirus (COVID-19) Information | Baylor University.

The Center for Global Engagement will continue to work with the Director of Global Safety and Security to monitor travel risks in accordance with the Baylor University Global Safety and Security Policy, and will evaluate requests for exceptions to the current travel restrictions. Such requests should be addressed to Jeffrey.Hamilton@baylor.edu.
C. Domestic Travel:

**Baylor University faculty, staff and students** are permitted to travel domestically for university business purposes including academic conferences and student organization travel sponsored by the University. Vaccination is not a requirement for University-sponsored domestic travel. For your health and safety, Baylor University strongly encourages all individuals to be vaccinated, to the extent that they do not have medical or sincerely held religious beliefs to abstain from the vaccine. All travel should be conducted in accordance with [CDC guidance on domestic travel](https://www.cdc.gov/coronavirus/2019-ncov/travel-guidance/index.html) during COVID-19. Updates can be found at [Travel Advisories and Resources | Coronavirus (COVID-19) Information | Baylor University](https://baylor.edu/compliance-and-risk-services/travel-advisories-resource-center/). Travelers should be aware of the increased risk for COVID-19 and acknowledge acceptance of these risks.

**General Requirements:**

Baylor community members are responsible to be aware of and comply with all travel policies, procedures, and restrictions issued by Baylor as well as laws, regulations, orders, warnings, and restrictions issued by the federal, state, local government, and any government with jurisdiction over the location where the travel will occur. This includes CDC guidance, FAA regulations, and all requirements of host organizations (e.g., academic conference).

A. This Interim Policy does not address all requirements for domestic and international Baylor travel. Additional requirements for all travel are available through the [Baylor Procurement and Payment Services, Travel and Expense web page](https://baylor.edu/procurement-and-payment-services/expense-travel/) or by contacting that office and at [Baylor University Compliance and Risk Services Domestic Travel page](https://baylor.edu/compliance-and-risk-services/travel-advisories-resource-center/). Additional materials are at this location: [Travel & Expense | Procurement and Payment Services | Baylor University](https://baylor.edu/procurement-and-payment-services/expense-travel/) and other locations identified in this Interim policy and on governmental websites. Various policies include, but are not limited to, issues such as means of travel, lodging, and payment for travel; Baylor University Center for Global Engagement Study Abroad Program Director Policies; Baylor Missions Policies and Procedures.

B. **Travel Process:** Baylor community members are required to comply with the [Baylor Travel Process](https://baylor.edu/procurement-and-payment-services/expense-travel/), which includes:

- Completing an Ignite Authorization and submitting for approval to traveler’s line manager to authorize the trip.
- If using a travel agency, completing a **TRAVEL AGENCY AUTHORIZATION FORM (TAAF)** and submitting the form to an authorized Baylor Travel Agency and including the **TAAF**;
- Upon trip completion, submitting an Expense Report for out-of-pocket and Baylor Travel Card expenses. Please note, travel arrangements coordinated by Baylor Travel Agencies is automatically reconciled by Payment Services.

C. **Non-Student Organization Student Group Travel (academic/departmental/athletic):** Non-Student Organization Student Group travel is travel by two or more students accompanied by a faculty/staff member. For group domestic travel within the United States, Baylor community members must:
• Comply with the above requirements.
• Contact a Baylor Travel Agency to obtain a quote for the trip. In the event a Baylor Travel Agency cannot accommodate travel needs, a Baylor traveler may contact a provider directly for quote/itinerary.
• Submit an Ignite non-catalog requisition for approval, being sure to attach the quote/itinerary and traveler cost to the requisition.
• Baylor Accounts Payable will pay the Baylor Travel Agency or accommodations provider identified on the approved purchase order.
• Complete trip and submit an Expense Report for out-of-pocket and Baylor Travel Card expenses. Please note, travel arrangements coordinated by Baylor Travel Agencies is automatically reconciled by Payment Services.

D. **Student Organization Travel:** Travel by two or more students participating in an official student organization event or experience. For student organization travel, Baylor community members must:
  • Comply with the above requirements.
  • Submit an online event request form through Baylor Connect.

E. **Student Only Travel:** If a Baylor student is traveling abroad on a University-sponsored trip without Baylor faculty or staff, the student has additional steps to be completed with the Center for Global Engagement. The application must be submitted at least 60 days prior to departure. To learn more, contact GCE, read their policy and view this website: Student Only Travel | Center for Global Engagement | Baylor University

II. **Baylor Travel Authorization:**
Baylor may deny or withdraw approval for University-sponsored travel at any time due to changing circumstances within the location of travel. The University may require employees and students to depart from a location earlier than planned due to safety factors. The University cannot ensure full cost and academic credit recovery to students in the case of a government- or University-mandated withdrawal or evacuation. However, the University will attempt to provide credit to students who comply with an evacuation order and will attempt to provide an opportunity to continue courses at an alternate location. The University may not offer credit to students who do not comply with an evacuation order or directive.

III. **Approvals:**
For faculty members, the member’s department chair is primarily responsible, along with the faculty member, to ensure all travel is within Baylor policies and procedures. The chair ensures that Center for Global Engagement and Global Safety and Security’s approval is obtained for international travel. The
chair’s own travel is pre-approved by the Dean via a travel authorization form. The Dean ensures that Center for Global Engagement and Global Safety and Security’s approval is obtained for travel. The chair’s travel expenses are reported via a travel expense report at the end of each trip. All forms are available on Baylor’s Travel and Entertainment Policies and Procedures web page.

For staff members, the supervisor of the staff employee is primarily responsible, with the staff member, to ensure all travel is within Baylor policies and procedures.

**Chair/Supervisor responsibilities include:**

- **Communicating the Baylor Interim Travel Policy to all faculty and staff within the department.** [Click here](#) for information regarding Baylor’s travel policies and procedures.
- **Pre-approving trips** - The chair/supervisor should approve all departmental travel before the trip. The staff or faculty member should complete a travel authorization form. The travel authorization form can be submitted and approved within Ignite or with a physical form. The chair/supervisor should make sure the funds will be available to cover the trip; then the form should be approved or signed by the chair/supervisor. If a physical authorization form is used, a copy should be filed in a central departmental location.

**Department Approver responsibilities include:**

- **Reviewing and approving travel expenses** - The department approver is responsible for reviewing travel expenses and the associated report in Ignite and making sure they comply with the Baylor travel policies and procedures. Once the department approvals are obtained, the expense report will be forwarded to Accounts Payable for processing.

**IV. Policy Noncompliance:**

Failure to submit required travel information and obtain applicable reviews, approvals, etc. in advance of all travel may result in having the trip designated as unauthorized, which may result in disciplinary action, non-reimbursement of travel expenses, ineligibility for University insurance during the trip, and limitations on all future travel. Noncompliance with U.S. and foreign laws and / or regulations may also result in severe penalties, including criminal prosecution, attorneys’ fees, personal fines, and jail.