

# Sonoma State University

## Travel Guidelines and Process

Effective June 1, 2021, the California State University will resume the authorization of travel that was previously suspended due to the Coronavirus (COVID-19) pandemic. This change is being made in consideration of the planned re-population of campuses for the Fall 2021 term, and the expected widespread availability of the COVID-19 vaccine. This document outlines the guidelines for official business and academic travel and the process for which approval of travel can be granted. These guidelines do not apply to personal travel by employees or students.

### Employee Travel

Employees must adhere to all federal, state, and local health orders when traveling on university business. This applies to both the county or area of origin and the county or area of destination. Employees must adhere to all guidelines and orders prescribed by the Center for Disease Control (CDC), California Department of Public Health (CDPH), and local Sonoma County and travel destination departments of public health. Employees continue to be responsible for following the [CSU Travel Policy and Procedures 3601.01](#).

Prior to travel, all employees are responsible for researching their destination, documenting any safety precautions being instituted in their destination, and verifying the status of the [U.S. State Department's Travel Advisory](#). Risk Management is available to support employees in identifying relevant health orders and local guidance.

Travel must be approved by the Appropriate Administrator/Dean/Director prior to travel. A Travel Safety Plan must be submitted to the Appropriate Administrator and to Risk Management and Safety Services (RMSS) for all international travel, out of state travel, or to any locality within California that has been defined by state or local public health authorities as experiencing an outbreak or other definition of higher risk of COVID-19 transmission. Travel Safety Plans must include the following:

- Current COVID-19 transmission conditions in the region of the destination and acknowledgement of public health restrictions in that area.
- Mode of travel and safety precautions to be taken by the traveler (to include sanitation, use of a face mask, and physical distancing).
- Type of lodging and safety precautions to be taken by the traveler.
- For conferences or other gatherings, information about the precautions being taken by the organizer.

The Travel Approval and Safety Plan form will be posted in the travel section of the Accounts Payable [website](#).

University officials approving travel are encouraged to carefully review international travel and travel to domestic regions that are experiencing high COVID-19 transmission or that do not require safety precautions similar to those in California.

The requirements for pre-approval and the completion of a Travel Safety Plan will remain in effect until further notice.

Additional information on current travel procedures can be found on the Accounts Payable [website](#).

# Student Travel

Students traveling for official university purposes and/or with university support are expected to adhere to all federal, state, and local health orders when traveling. This applies to both the county or area of origin and the county or area of destination. Students are also expected to adhere to all guidelines and orders prescribed by the Center for Disease Control (CDC), California Department of Public Health (CDPH), and local Sonoma County and travel destination departments of public health. In regards to student travel, these guidelines apply to the following categories of official university travel:

- Travel organized as part of an enrolled class or research for an enrolled class
- Travel associated with an internship or service learning experience
- Travel associated with clubs or organizations recognized by the university
- Any other student travel that is supported with financial or human resources of the university

Any travel by students who are traveling in their capacity as an official university volunteer or employee should be conducted per the employee travel guidelines. Travel by employees of Associated Students, Incorporated (ASI) on ASI official business will be done per the ASI travel guidelines, which will be developed to ensure compliance with all applicable regulations.

Student Affairs and Academic Affairs will develop internal review procedures to designate the person(s) responsible for supporting students and the development of Travel Safety Plans, when applicable. These procedures will be implemented by the appropriate Dean's offices for academic travel and by the Student Involvement office for non-academic travel.

Travel must be approved by the designated university employee prior to travel. A Travel Safety Plan must be submitted with travel approval to Risk Management and Safety Services (RMSS) for all international travel, out of state travel, or to any locality within California that has been defined by state or local public health authorities as experiencing an outbreak or other definition of higher risk of COVID-19 transmission. Travel Safety Plans must include the following:

- Current COVID-19 transmission conditions in the region of the destination and acknowledgement of public health restrictions in that area.
- Mode of travel and safety precautions to be taken by the traveler (to include sanitation, use of a face mask, and physical distancing).
- Type of lodging and safety precautions to be taken by the traveler.
- For conferences or other gatherings, information about the precautions being taken by the organizer.

The Travel Approval and Safety Plan form will be posted in the travel section of the Accounts Payable [website](#).

University officials approving travel are encouraged to carefully review international travel and travel to domestic regions that are experiencing high COVID-19 transmission or that do not require safety precautions similar to those in California.

The requirements for pre-approval and the completion of a Travel Safety Plan will remain in effect until further notice.

If you have any questions about this information or COVID-19 safety plans, please contact Risk Management and Safety Services.