



October 21, 2020

TO: Texas A&M AgriLife Unit Heads, Business/Travel Contacts

SUBJECT: Updated Travel Approval Guidelines for AgriLife Travel Requests

Travel Guidelines

Since March, Ethics & Compliance has been included in the routing of all Concur Requests. If a supervisor is not in the routing path, then travelers are encouraged to manually add them in routing path. It is not necessary to manually add Debra Fincher, Director of Ethics and Compliance, to the Request approval routing in Concur. All travel requests should continue to be submitted through Concur for approval prior to travel.

Those approving travel should ensure that safety protocols are being followed, i.e. one person per vehicle/hotel room, use of PPE and social distancing, etc. Employees engaged in business-related and personal travel who suspect they have been exposed to SARS-CoV-2 while away from the university or agency are required to notify their supervisor and place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

- *Within the state of Texas, all traveling employees should review the current community transmission of COVID-19 in the locations they will be traveling through or to.*
- *Out-of-state travel must be deemed mission critical and approved by their respective Dean, Agency CEO or designee in Concur. Employees traveling outside of Texas should review the CDC COVID Data Tracker prior to travel.*
- *No international travel is endorsed at this time.*

Please continue to check the CDC website as these recommendations may evolve:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

If you have any questions, please e-mail debra.fincher@ag.tamu.edu.

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