


Resuming University Travel

In preparation to resume university business and education travel, the number one priority is traveler safety, so *Duty of Care** is and will be at the forefront of all travel.

**Duty of Care is “the university’s responsibility to take all reasonable measures necessary to prevent activities that could result in harm to individuals and/or their property.” In short, the university should be aware of all business and education related travel in case of emergency situations.*

With certain considerations in place, UNMC and UNO will allow domestic employee travel beginning June 30, 2020, and UNL and UNK anticipate reopening domestic employee travel beginning August 1, 2020 and August 21, 2020 respectively. Please check campus communications regularly, as dates may be adjusted particularly if COVID-19 case counts continue to rise, either locally or at travel destinations. International travel continues to be enforced by the [Executive Memorandum No. 25](#), and is consequently unlikely to resume while the Centers for Disease Control (CDC) maintains a Warning - Level 3 Global COVID-19 Pandemic Notice and the US Department of State Global Level 4 Health Advisory remains in place.

- Informational tip sheets for travel awareness and safety can be found [here](#).
- Within the University of Nebraska [travel policy](#), it states that all trips require an approved travel request. A delegate can create the travel request, but the traveler **must** submit it and have it approved before travel commences.
 -  Creating travel requests and other Concur help documents can be found [here](#).
- The [60-day travel reimbursement deadline](#) for submitting expense reports is still a requirement.
- It is expected that all reservations are made via the Concur booking tool or by calling [Fox World Travel](#), the university’s designated travel agency. Fox World Travel is the only booking source with access to the University’s airline, hotel, and car rental discounts and will **guarantee any fare quote** from an online search.
- For individual or departmental overview/refresher with the travel requests or expense reports, contact Melody Stark at the NU Travel Office melody.stark@nebraska.edu or traveloffice@nebraska.edu

Although travel is an integral part of university business and education, the safety of university faculty, staff and students is always high priority. For concerns or questions regarding university travel, contact the University Travel Office at traveloffice@nebraska.edu or 402-554-3456.