

Traveler's Checklist: University

Certain guidelines while traveling for the University need to be followed, especially due to COVID-19. Each campus has implemented their own recommendations for when travel will resume. For example, University of Nebraska at Kearney (UNK) defines essential travel as “travel associated or tied directly to the academic mission of the campus and/or the student experience. This does not include professional development but would include research.”

The University Travel Office recommends all travelers work with the Dean, Vice Chancellor, and supervisor to determine if a trip is currently essential to University business. A pre-trip travel request within the Concur system is a *requirement* of the NU Travel Policy. The travel request needs to be submitted by the traveler and approved before travel commences.

Review the [Create and Submit a Travel Request](#) reference guide for detailed instructions on creating and submitting a travel request. Other recommended resources include:

- Sign up for travel resources:
 - [Triplt Pro](#)
 - Smart Traveler Enrollment Program [STEP](#)

- Review important travel information:
 - *UnitedHealthcare Global* [UHG Welcome Kit](#)
 - Travel Advisories and Risks [Travel Advisories](#)

Employees may sign up for the university's travel listserv to receive up-to-date travel information [here](#).
