

DATE: May 12, 2021

TO: Campus Partners

FROM: Tawny Fleming – Director of Contracts, Procurement & Accounts Payable

RE: **Update to Essential Travel Approval Policy**

Dear Campus Partners,

The Chancellor's Office has [issued a memo](#) lifting the previous travel restrictions effective **June 1st, 2021**.

Note that "Campuses are encouraged to look carefully at each program location or travel destination and, as part of your consideration, include the CDC warning level for that country."

Please review the following guidelines regarding the modification of travel restrictions:

- Faculty and Staff members traveling using **State-side, Associated Students, or Foundation** funds (with or without students), must use Concur for their travel authorization and expense report along with the state travel card.
- Due to COVID travel restrictions, travel cards were put on hold. To open a card, the traveler's administrator can email a request to the HSU Travel email, travel@humboldt.edu.
- For Concur related questions, please email Kearney Vander Sal at krv5@humboldt.edu, and she will be able to assist you.
- Faculty and Staff members traveling using **Sponsored Programs** grant or trust funds will no longer require preauthorization to travel (unless your travel is International). Please follow the pre-COVID guidelines of turning in all forms and backup receipts when you return from your trip. **Note– some research activities/group field work may still require 'Risk Mitigation Plans' to be submitted through October. Please contact your Grant Analyst to confirm.*
- For **student only** travel, please continue to use the paper travel claim and paper travel authorization form.
- For general travel questions, please email travel@humboldt.edu.

Visit the [Humboldt State Travel website](#) for Concur Guides, links to Travel Card applications, and more.