UNCW TRAVEL UPDATE DETAILS
(Effective 2/01/2022 until further notice)

Student Individual and Student Group Travel updated guidelines

Domestic Student Travel (excluding Athletic Team Travel):
- All domestic student travel must be essential to
  - Meet research and academic requirements, or
  - Perform essential university business, or
  - Participate in professional development which requires in-person attendance.
- A Domestic Student Group and Student Individual Travel Request Approval form must be completed for all domestic student travel and routed to the appropriate approvers.
- This form requires signatures from the Department/School, Dean (if applicable), and the Health and Safety Committee.
- A complete list of participating students and their UNCW ID#’s must be included with the Student Travel Request form for review by the approvers.
- The approved Student Travel Request form and the student list must be attached to the Pre-Approval submitted in the Chrome River Travel module.

Below are descriptions of Student Travelers included in this mandate:

- **Student Groups** are led by a UNCW faculty or staff member with the expenses of the trip being paid by the UNCW faculty or staff member.
- Examples of trips that require an additional travel approval form:
  - A trip during Fall break, Winter break, Spring break or the Summer
  - Class field trips required for their course, in excess of 150 miles one way and includes overnight lodging. This excludes local class field trips such as Bellamy Mansion, the Aquarium, the Arboretum or Carolina Beach State Park.
  - Day trips for research in and around eastern NC in excess of 150 miles one way and includes overnight lodging. This excludes day trips such as research trips to Wrightsville Beach or marshlands.
  - A Campus Rec sports club participating in a sports club event. This should not be confused with Athletics Varsity Team travel. Campus Rec travel is under one club participant’s name and may have reimbursement requests for him/her and other participants. No faculty or staff member is traveling with the club. The event must be in excess of 150 miles one way and includes overnight lodging.

**Reminder:** Travel Pre-approvals are required for ALL trips off campus travel regardless of the distance from campus.

- **Student Traveler** is not a UNCW employee but traveling on university related business.
Examples of student travelers that require an additional travel approval form:

- Student doing research on a specific project or with a specific professor that may or may not be related to their course of study. The trip must be in excess of 150 miles one way and include overnight lodging. This excludes research trips such as trips to Wrightsville Beach and marshlands.
- A student traveling to a conference to represent UNCW. May be presenting a paper. The trip must be in excess of 150 miles one way and does not require overnight lodging. This excludes a conference such as one in downtown Wilmington or Myrtle Beach.

Reminder: Travel Pre-approvals are required for ALL trips off campus travel regardless of the distance from campus.

Domestic Travel and Foreign Travel for UNCW faculty, staff, student employees and non-employees Guidelines (no changes)

Domestic Travel (travel within NC and the United States, excluding Alaska and Hawaii) for UNCW faculty, staff, student employees and non-employees:

- All domestic travel restrictions remain the same for UNCW faculty, staff, student employees and non-employees.
- The approving official affirms that travel is necessary to:
  - Meet research and academic requirements, or
  - Perform essential university business, or
  - Participate in professional development which requires in-person attendance.
- This affirmation occurs during the normal “Pre-approval” process in the Chrome River Travel module.
- Pre-approvals and expense reports will be completed and submitted in Chrome River as they have been pre-COVID. See Travel website here for resources.

Reminder: Travel Pre-approvals are required for ALL trips off campus travel regardless of the distance from campus.

Foreign Travel (travel outside the United States and to Alaska and Hawaii) for UNCW faculty and staff, students, and non-employees:

- Because the severity of COVID-19 conditions still vary internationally, foreign travel remains restricted.
- A Foreign Travel Approval form must be completed for all foreign travel by UNCW faculty and staff and non-employees and attached to the pre-approval for each trip.
- This form must have the approval of a Supervisor, the Direct Report of Provost/VC/Chancellor, the Provost/Vice Chancellor/Chief of Staff and Chancellor.
- All foreign travel must be essential to:
  - Meet research and academic requirements, or
Perform essential university business, or  
Participate in professional development which requires in-person attendance.

- UNCW departments must continue to monitor and follow US Department of State restrictions on international travel. If you have questions concerning international travel, please contact Michael Wilhelm, AVC for International Programs, at wilhelmm@uncw.edu

Questions related to the forms and/or essential travel should be directed to your local Business Officer or to your Divisional Budget Officers (DBO’s) as follows:
  - Academic Affairs – Nate Miner AARMResource@uncw.edu
  - Advancement – Ariel Dunlap dunlapa@uncw.edu
  - Athletics – Mark Wagner wagnerm@uncw.edu
  - Business Affairs and Chancellor’s Division – Kristy Nance nancek@uncw.edu
  - Student Affairs – Please contact your departmental Business Officer

Continue to keep the following mind as you travel:

- Per UNCW Health and Safety
  - The CDC recommends that domestic travel should be delayed until people are fully vaccinated.
  - Travelers are encouraged to check the COVID status for their destination before they depart. County and state health department pages provide a good overview of what is happening locally.
  - Travelers are required to wear a face covering on public transportation including airplanes and buses.
  - Plan ahead and pack a face covering and small hand sanitizer before traveling.