

March 11, 2020

In accordance with a directive from the Chancellor's Office, effective immediately, we are suspending all international and non-essential domestic travel for all employees from now through May 31, 2020, and this also includes our auxiliary organizations.

President Castro has delegated authority to each Vice President/Cabinet member to make a final determination about what constitutes non-essential domestic travel and approval for any exemptions for travel to countries that are not at the CDC Warning Level 3.

The following guidelines will be used to evaluate any exemptions: **(travel that circumvents the following pre-approval guidelines may be denied reimbursement):**

- Conference attendance shall be restricted to those where the traveler is:
 - A keynote speaker;
 - An officer or active organizing committee member; or
 - Other essential role
- Specialized training that is essential for critical functions of the job
- All requests for a travel exemption should be reviewed first by the appropriate Associate Vice President or School/College Dean and then forwarded to the applicable Division Vice President for final approval

Thank you for your cooperation with this guidance.

Sincerely,

Debbie Adishian-Astone

Vice President for Administration and Chief Financial Officer