

Dear Colleagues:

CUNY has offered several guidance memos regarding travel restrictions during the COVID-19 pandemic.

Here are links:

<https://www.cuny.edu/coronavirus/academic-continuity/guidance-on-academic-continuity-to-campuses/#Domestic-International-Travel>

<https://www.cuny.edu/coronavirus/academic-continuity/guidance-on-academic-continuity-to-campuses/#NYS-14-day-Traveler-Quarantine>

<http://www1.cuny.edu/sites/global/health-and-safety-abroad/travel-during-the-pandemic-domestic-and-international/>

The third (excerpts copied below) is one that I particularly wanted to bring to your attention, because it involves limitations on travel for faculty, staff, and students and guidance on virtual conference attendance.

Travel is strongly discouraged under current conditions, but any travel that will be reimbursed will have to be pre-approved by the Provost using this form:

<http://www1.cuny.edu/sites/global/wp-content/uploads/sites/11/media-assets/Petition-for-Domestic-or-Intl-Travel-under-COVID-19.pdf>

Please note that this applies to RF funded travel as well, and that trips that are not pre-approved cannot be funded during the duration of this travel advisory.

As noted above, participation in virtual conferences is fine, and travel funds can be used for those registration fees.

Travel during the pandemic (domestic and international)

All domestic and international travel associated with a student's academic program or an employee's work responsibilities, including funded research, is discouraged during the COVID-19 pandemic. Any travel must be approved via waiver petition in advance. We recommend submitting the petition in time to allow you to avoid making any financial or other commitments before the petition has been reviewed. This also applies to travel for which you plan to use RF-administered funding; the RF will require documentation that your petition was approved before travel. No petitions will be considered after the onset of travel, and petitioners should allow sufficient time for multiple levels of review.

Students submitting petitions for non-credit based travel should submit petitions to Yvette.Santana@cuny.edu.

Faculty and students submitting petitions for credit-based travel (and all international travel) should submit petitions to Kim.Holland@cuny.edu.

FAQS

What kinds of travel are not covered by CUNY policy?

CUNY policy does not encompass travel on a purely personal basis with no connection to employment or studies at CUNY; however, anyone who will return to New York State must follow the requirements of the New York State Travel Advisory and should adhere to CDC recommendations for travelers arriving from abroad.

This waiver petition process does not cover study abroad programs, which are currently suspended. Please check back for updates.

CUNY's travel policy only pertains to actual travel (physical mobility). Participation in virtual conferences and events is encouraged and does not require a waiver petition.

What about travel within the 5 boroughs? Elsewhere in New York State? To a state not currently listed on the New York State Travel Advisory?

These trips also require a waiver petition. Exception: travel for classes scheduled to take place in-person on a regular basis does not require a waiver petition. All participants must follow campus procedures.