

The University extended “Business Essential Travel” restrictions thru 06/30/21. This resource assists with decision-making if business travel is being considered. Both CFAES and University requirements included. The University and CFAES Leadership will continuously monitor and report on approved travel and has authority to cancel or postpone any upcoming travel with no notice. NOTE: Conference attendance and speaking engagements are not generally considered essential travel. Additional University Travel information is available at <https://busfin.osu.edu/buy-schedule-travel/travel>

“Guiding Principles of Business Essential Travel” (all 3 conditions must be justified by business reason and documentation attached to the “Spend Authorization”):

1. Business travel is absolutely necessary to University/College mission and why (robust business purpose required).
2. Business can **only** be accomplished by the traveler’s in-person physical presence and NOT virtually.
3. Traveler’s in-person physical presence does not create an unacceptable health hazard.

Principles and Process Applies to:	
University and OSP funded travel.	All travel classifications, including: (1) mileage/ground only, (2) domestic/overnight and (3) international.
All employees (faculty, staff and employed students). See “Additional Information” below for student academic/curriculum travel (e.g. field trips).	All incoming non-University guests. See “Additional Information” below.

Requirements for University’s Travel Restriction (through 06/30/21):

- An approved “Spend Authorization” **MUST be obtained in traveler’s name prior to ALL travel (including mileage/ground only).**
- A blanket “Spend Authorization” (valid thru 06/30/21) may be requested for frequent mileage/ground travel. NOTE: If a blanket will be used for in-person functions then a CFAES “In-Person Programming Exemption” may be granted if applicable.
- To ensure adequate timeframe for completion of required pre-travel approval and review the University strongly recommends the “Spend Authorization” be entered approximately 4-6 weeks prior to departure for domestic trips, and, 8-10 weeks prior to departure for international trips.
- International travel requires all travelers complete the “International Travel and Attestation Form” located at <https://busfin.osu.edu/buy-schedule-travel/travel> and attach to the “Spend Authorization”.
- **State-Owned Vehicles:** “Spend Authorizations” are a tool to assess and track the degree of health and safety risk to the University community. This measure extends to the use of state-owned vehicles when being used for out-of-state and/or overnight trips. Employees using a state-vehicle for same-day travel within Ohio should have appropriate approvals from their supervisor for the work activity.

Additional Information:

- **Student Travel for Academic/Curriculum Purposes:** Visit: <https://students.cfaes.ohio-state.edu/about-us/covid-19-resources-and-best-practices>.
- **Non-University Guests (collaborators, speakers, etc.):** Incoming guests should be rare during the travel restriction period. Prior to extending an invite all guests must have department leader support. If supported, all guests must have an “Spend Authorization” initiated in their name and Guiding Principles documentation attached.

Trip Classification	Description	Pre-trip Approvals via “Spend Authorization”	Monitoring and Reporting of Upcoming Travel	Supporting Documentation attach to “Spend Authorization”
Mileage/Ground via personal or rental vehicle	In Ohio and <u>no</u> oversight stay.	Cost Center Manager and Department Leader	CFAES Leadership and University	In-person Programming Exemption, If applicable Robust business purpose Clarifying emails
Domestic and Overnight	All out-of-state and overnight	Cost Center Manager and Department Leader	CFAES Leadership and University	Same as above
International	All out-of-country	Cost Center Manager and Department Leader	CFAES Leadership and University	Same as above Completed “International Travel and Attestation Form”