

“Business Essential Travel” requires additional exception approvals during the University's travel restriction period (currently through 12/31/20). This document is a resource to assist with decision-making if business travel is being considered. Both CFAES and University requirements are included. Given fluidity of current environment updates may occur with no notice. PLEASE NOTE: Conference attendance and speaking engagements are not generally considered essential travel.

“Guiding Principles of Business Essential Travel” (all 3 conditions below must be supported with documentation and attached in eTravel):

1. Business travel is absolutely necessary to University/College mission and why (robust business purpose required).
2. Business can only be accomplished by traveler's in-person physical presence and NOT virtually.
3. Traveler's in-person physical presence does not create an unacceptable health hazard. Additional information available at <https://busfin.osu.edu/buy-schedule-travel/travel>.

Principles and Process Applies to:

- All travel classifications: (1) mileage/ground only, (2) domestic 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.
- University and OSP funded travel.

Requirements During University's Travel Restriction Period:

- An approved eTravel request (T Number) **MUST be obtained in traveler's name prior to ALL travel (including mileage/ground only)**.
- A “blanket” T Number (valid thru 12/31/20) may be requested for frequent mileage/ground travel. IMPORTANT NOTE: If a blanket T number will be used to attend in-person functions (e.g. meetings, collaboration, etc.) then a CFAES “In-Person Programming Exemption” must be granted. A blanket T number represents a supplemental and additional approval to all other required approvals for in-person presence.
- To ensure adequate timeframe for completion of required pre-trip travel reviews the University strongly recommends the eTravel entry lead time be approximately 4-6 weeks prior to departure for domestic trips, and, 8-10 weeks prior to departure for international trips.

***State-Owned Vehicles:** T Numbers 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 or overnight trips. Employees using a state-vehicle for same day travel in Ohio should have appropriate approvals from their supervisor for the 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 eTravel request initiated in their name and Guiding Principles documentation attached.

Trip Classification	Description	Required Pre-Trip eTravel Approvals			Examples of Supporting Documentation (in eTravel)
		Department	College	University	
Mileage/Ground Only					
Vehicles (personal, rental)	In Ohio and NO oversight stays permitted.	CCM <u>and</u> Dept Leader	Terry Snoddy	B&F	<ul style="list-style-type: none"> • In-Person Programming Exemption • Robust business purpose • Clarifying emails
Domestic*					
All transportation methods*	All out of state <u>and</u> overnight trips.	CCM <u>and</u> Dept Leader	Dean Kress	B&F	<ul style="list-style-type: none"> • See above
International*					
All transportation methods*	All travel outside United States.	CCM <u>and</u> Dept Leader	Dean Kress	B&F	<ul style="list-style-type: none"> • See above