

## Winthrop Travel Approval Guidelines effective August 16, 2021

***SPECIAL NOTICE: Depending on the environmental and/or financial concerns, at any point, the university may determine that ALL travel is prohibited with no exceptions. The university may require the cancellation of previously approved business-related travel arrangements at any time during the time the travel restrictions are in place.***

Effective immediately and through June 30, 2022, work-related travel may resume with prior approval from the vice president of the division in which the traveler is employed. International travel must be approved by the President. Employees must obtain written approval via email prior to making any nonrefundable travel plans. Considerations when approving travel will include COVID-related travel advisory information and current budgetary restrictions. Employees will not be reimbursed for travel that was not approved prior to incurring travel-related costs.

Employees are required to follow the COVID-related [CDC Travel guidelines](#) while traveling both domestically and internationally on Winthrop business. Employees should carefully consider the likelihood of cancellation prior to making nonrefundable travel arrangements. Employees who incur costs related to international travel to high-risk countries or locations may be financially responsible for those costs in the event the travel plans are cancelled.

To the extent possible, employees are encouraged to attend meetings virtually when the option is available.

### **Other relevant information to consider for any travel approved**

- Day trips to Columbia, Charlotte, or other similar locations for the purposes of small group business-related meetings may be considered so long as the employee follows Winthrop's mask mandate while in meetings. (If two or more employees will travel in the same vehicle, masks must be worn at all times by all employees while in the vehicle.)
- International travel must be approved by the President.
- Employees who financially obligate the university by making travel arrangements without proper approval may be disciplined and may be responsible for repayment of any associated financial costs.