

Corona Travel Authorization

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CDC Guidance for Travelers

- ▶ In accordance with current [CDC guidance](#), **fully vaccinated travelers**:
 - ▶ Should continue to follow mask requirements, social distancing, and hand washing guidance.
 - ▶ Are not required to be tested before or after travel unless the travel destination requires testing.
 - ▶ Are not required to self-quarantine upon return from travel.
- ▶ **Unvaccinated travelers** should continue to avoid travel unless necessary based on job duties. In accordance with [CDC guidance](#), should:
 - ▶ Get tested 1-3 days before travel.
 - ▶ Continue to follow mask requirements, social distancing, and hand washing guidance.
 - ▶ Get tested 3-5 days upon return from travel AND self-quarantine for 7 days, or 10 days without a test and **must not return to campus during the self-quarantine period.**

In-State Travel

- ▶ Currently not restricted
- ▶ Travelers should consider virtual meetings
- ▶ Monitor the Arizona Department Health for Coronavirus reported outbreaks
- ▶ Follow CDC guidelines while traveling
- ▶ Traveler will initiate and route a Travel Authorization via Adobe Sign prior to travel

Domestic Non-Research Travel

- ▶ Traveler should visit the [CDC Domestic Travel during COVID-19](#) website for potential quarantine requirements, or local health department requirements for the travel destination to ensure any health requirements are met.
- ▶ Upon approval by the Department, traveler will initiate and route a [Travel Authorization](#) via Adobe Sign prior to travel

Domestic Research Travel

- ▶ Domestic out-of-state travel is allowed, with approval of Department Head
- ▶ Research-related travel continues to require a fully approved Phase 3 or Phase 4 checklist on file with Research Innovation & Impact (RII) prior to travel
- ▶ Phase 3 checklist not fully approved by April 2 must be re-entered in Phase 4 Checklist (Qualtrics)

Domestic Out-of-State Travel

- ▶ Traveler must document pandemic conditions and restrictions at the research site(s) as well as along the travel routes and attest in writing that they have verified they can conduct the research desired at the time of travel. Should the planned sites be in a substantially different phase of re-opening or a community that is at risk, additional documentation, criteria, and restrictions for travel approval may apply.
- ▶ Upon approval by the Department, traveler will initiate and route a [Travel Authorization](#) via Adobe Sign prior to travel

International Travel

- ▶ COVID-19 has brought about fundamental changes to international travel. Please see the [International Travel during COVID-19](#) and the [Department of State's COVID-19 Travel Information page](#) for information about international travel risks and restrictions. Anyone traveling internationally is strongly urged to follow [CDC guidance on returning from international travel](#). Travelers should also be aware that foreign nationals may be barred entry back into the United States. Please see the [CDC announcement on travelers prohibited from entry to the U.S.](#) for more

Non-Research International Travel

- ▶ Traveler or delegate registers trip in the [University Global Travel Registry](#) and provides necessary information for the evaluation of the trip.
- ▶ UA Global will compose a travel risk analysis (including Coronavirus portal information and identify high risk location(s) inclusive of the trip) and submit to the Department Head and to the International Travel Safety Oversight Committee (ITSOC).
- ▶ The Department Head will notify UA Global of their decision to approve/deny the trip.
- ▶ Traveler initiates and routes a [Travel Authorization](#) via Adobe Sign prior to travel departure, and provides all documentation for institutional reporting.

Research International Travel

- ▶ Traveler completes a Research Innovation & Impact restart checklist and obtains College level approval(s) from the Department Head/Chair/Director of the unit for the checklist as well as applicable compliance protocols.
- ▶ Traveler or delegate registers trip in the [University Global Travel Registry](#) and provides necessary information for the evaluation of the trip.
- ▶ UA Global will compose a travel risk analysis (including Coronavirus portal information and identify high risk location(s) inclusive of the trip) and submit to the Department Head and to the International Travel Safety Oversight Committee (ITSOC).
- ▶ The Department Head will notify UA Global of their decision to approve/deny the trip.
- ▶ Traveler initiates and routes a [Travel Authorization](#) via Adobe Sign prior to travel departure and provides all documentation for

Completing Travel Authorization Form

- ▶ Access Travel Authorization Form at: <https://hsspmr0c6h.execute-api.us-west-2.amazonaws.com/Prod/TravelAuthorization>
- ▶ You must save the form to your device first, then use Adobe Acrobat/Reader to open and complete. If you complete the form in your web browser your data will be lost.
- ▶ Once completed, save, then click Adobe Sign logo/emblem at bottom of form to route via Adobe Sign.

Questions?