

## Indiana University Travel Guidance Related to COVID-19: (Travel FAQs)

### Can I still travel for IU-related business?

**Answer:** IU strongly urges you to reconsider any unnecessary travel. Staff, faculty, and students must take personal responsibility with their departments to plan travel while adhering to Centers for Disease Control and Prevention and Department of State travel advisories. Every person traveling for any reason from a country with a CDC Level 2 or Level 3 travel advisory for COVID-19 **MUST** self-quarantine off campus for 14 days upon return to the US. Today, the list includes China, Iran, Italy, Japan, and South Korea, but new countries could be added at any time including while you are traveling. The most up-to-date travel advisories can be found online at <https://wwwnc.cdc.gov/travel/notices>.

### Will Departments assist with the cost of quarantine upon my return if I do travel to a country with a CDC level 2 or 3 travel advisory?

**Answer:** Departments must assess risk and necessity of travel and the self-quarantine period is your personal responsibility. Indiana University and local hospitals do not have the capacity to provide space for those who need to self-quarantine. You will not be allowed to return to residential housing, your office, or to be on campus during your self-quarantine period. You must return to your permanent residence or make your own arrangements to be elsewhere.

### Will I be reimbursed for trip insurance coverage for work related travel?

**Answer:** Indiana University policy “Reimbursement Under the Accountable Plan, [FIN-ACC-620](#)” states that the reimbursement must be a business expense and not a personal benefit (necessary, appropriate to the activity, reasonable in amount, serve a bona fide university purpose). Departments must approve the necessity of travel and related reimbursement for expenses (including trip insurance). Do your research before investing in trip cancellation insurance as cancellation fees may be cheaper than insurance. Also, most policies exclude epidemics and pandemic events as reason to cancel travel plans.

### How do I cancel travel plans or conference attendance?

**Answer:**

**Organized conference is canceling the conference:** Contact the conference organizer. They should give you direction on how to obtain a refund of your conference fees and instructions for canceling hotel reservations if purchased through the conference organizer’s hotel agreement.

**Canceling travel bookings made through an IU Designated Travel Agency (i.e., Egencia):** Before you cancel, review your airline and/or hotel booking contract(s) so you understand the terms and conditions that apply to your booking(s). Contact the Designated Travel Agency to help you with canceling your flight and/or hotel reservations.

The agency will advise if the airline has issued a cancellation waiver for your destination. Most waivers only cover the change fee and for a specific date range. If there is not a cancellation waiver, you may receive a credit voucher for future use.

If you booked through Egencia, your credit voucher will go into your travel profile. All airline change fees will be assessed once you use the ticket. Credit vouchers are valid for one year from date of issue.

If you booked through a local agency, your agent can assist you with cancelation and will provide instructions for using the credit voucher for your unused airline ticket.

**Voluntarily canceling your individual travel plans:** If you incur any out-of-pocket costs associated with voluntarily canceling your travel plans, please contact your Department for reimbursement instructions. If approved, you will process the reimbursement through Chrome River.