



TEXAS TECH UNIVERSITY
Procurement Services™

Memorandum

Date: April 12, 2021
To: Texas Tech University Faculty and Staff
From: Procurement Services
Subject: Updated Travel Policy

The safety and health of our faculty, staff, and students is of the utmost importance, and management of travel risks is an important component of campus safety and health. The following travel policy updates and requirements are effective immediately and will be updated as needed. Employees should also refer to travel restrictions and guidance as provided by the [Centers for Disease Control and Prevention \("CDC"\)](#). If you have any concerns or need assistance, please email charlene.williams@ttu.edu or jennifer.adling@ttu.edu.

Additional [Covid-19 resources](#) for TTU faculty, staff, and students are available online on the TTU website.

International Travel

TTU faculty, staff, and students travelling outside of the United States are required to comply with current [TTU international travel policies](#), including the Office of International Affairs ("OIA") pre-approval requirements at least 30 days before travel departure. OIA will not approve a request for travel to a nation that is subject to a travel warning issued by the United States Department of State. OIA will determine whether a country is under such a travel warning. International travelers are required to comply with any [CDC international travel requirements](#) or requirements of the destination country related to vaccines and testing. International travelers should also verify the [COVID-19 requirements of your travel destination](#).

Depending on departure location, air passengers coming to the United States, including U.S. citizens and fully vaccinated people, **may be required** to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

See the [CDC quick reference guide](#) for additional information.

Domestic Travel

All requests for work-related domestic travel will follow standard TTU travel policies. In addition, domestic travelers will be required to comply with updated [CDC](#) domestic travel requirements. Departments should be mindful of budget challenges in the upcoming fiscal years and seek opportunities to save funds through contracted travel partners, consolidated travel arrangements, and virtual attendance.

Do NOT travel if you were [exposed to COVID-19](#), [you are sick, you test positive for COVID-19](#), or you are waiting for results of a COVID-19 test. Learn when it is [safe for you to travel](#).

See the [CDC quick reference guide](#) for additional information.