



## Memorandum

**Date:** January 20, 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 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 \(“CDC”\)](#) and the [Texas Department of Public Safety \(“TxDPS”\)](#). If you have any concerns or need assistance, please email [charlene.williams@ttu.edu](mailto:charlene.williams@ttu.edu) or [jennifer.adling@ttu.edu](mailto:jennifer.adling@ttu.edu).

If you are required to self-isolate or quarantine, please contact Human Resources for assistance.

### **International Travel**

TTU faculty, staff, and student employees who travel outside of the United States are required to comply with current TTU international travel policies, including the requirement of pre-approval by the Office of International Affairs (“OIA”) at least 30 days before departure. TTU 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.

At this time, the University strongly discourages any international travel for personal reasons. If you determine that personal foreign travel is necessary, please carefully consider the avoidance of places identified with a travel health warning notice by the CDC, and be aware of the possibility that you may need to alter your plans. All required work-related international travel must be approved in advance.

The CDC has revised its quarantine and testing protocols for those traveling back to the United States from international destinations. The CDC recommendations now include:

- CDC issued an [Order](#) under Section 361 of the Public Health Service Act effective January 26, 2021. It requires all air passengers arriving to the US from a foreign country to get

tested for COVID-19 infection no more than 3 days before their flight departs and to provide proof of the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight.

- Testing within 3-5 days after travel AND staying home for seven days after travel.
  - Even if you test negative, stay home for the full seven days.
  - If your test is positive, isolate yourself to protect others from getting infected.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you are tested or not.
- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
- Quarantine can end after Day 7 if tested negative and no symptoms were reported during daily monitoring. Testing should occur within 48 hours before the time of planned quarantine discontinuation.

### **Domestic Travel**

All requests for work-related domestic travel will follow standard TTU policies. In addition, domestic travel will be required to comply with CDC and TxDPS requirements for traveling outside of Texas. Departments should be mindful of budget challenges in the upcoming fiscal years and seek opportunities to save funds through contracted partners, consolidated travel arrangements, and virtual attendance. Colleges and departments are strongly encouraged to carefully review the need for all other work-related domestic travel and only approve travel for those that are critically necessary.