



## University of Pittsburgh COVID-19 Standards and Guidelines: Travel Management

### I. Purpose

This document details the University of Pittsburgh’s (University) Standards and Guidelines on Travel Management during the COVID-19 pandemic. These Standards and Guidelines are applied to each of the University’s COVID-19 Operational Postures (High Risk, Elevated Risk, and Guarded Risk). More information on these Operational Postures and their Gating Criteria can be accessed at the following website: [www.coronavirus.pitt.edu/operational-postures](http://www.coronavirus.pitt.edu/operational-postures).

The Standards and Guidelines outlined below are subject to change as deemed necessary by the Senior Vice Chancellor and Chief Financial Officer’s recommendation to the Senior Leadership Team and approval of the Chancellor. Communication about the University’s current Standards and Guidelines will be announced by the Chancellor and posted on the following website: [coronavirus.pitt.edu/](http://coronavirus.pitt.edu/).

The University will always operate in compliance with federal, state, and local health standards and restrictions, including [Pennsylvania Department of Health guidance](#). The University reserves the right to implement additional health standards and restrictions that reflect the needs of the University and the health, safety, and well-being of its community.

### II. Scope

The Standards and Guidelines below apply to the entire University, including all University Members and campuses for all types of travel (air transportation, ground transportation, etc.). Undergraduate and graduate students traveling abroad as part of a Pitt-sanctioned study abroad program or to complete coursework or research tied to their academic program (e.g. fieldwork, internship, archival research) should adhere to guidance issued by the University Center for International Studies, [University’s Standards and Guidelines: Fieldwork and Research Travel](#), or their department, as appropriate. The following guidelines were developed based on lessons learned early in the COVID-19 crisis and are important to increasing the University’s ability to assist University travelers in the event of travel emergencies as well as minimizing costs to the University during the pandemic.

### III. Definitions

- A. University Member – Refers to all full- and part-time faculty, staff, students, visitors, volunteers, fellows, trainees, and interns on all campuses authorized or allowed to incur costs associated with travel for University-related business or activities.

- B. Concur – the University’s online travel management system. More information is available on the [PantherExpress Travel & Expense Management website](#).
- C. Anthony Travel (AT) – the University’s contracted travel agent. More information is available on the [PantherExpress Travel & Expense Management website](#).
- D. Concur’s MyTrips or TripIt Pro App – platform for travel itinerary registration for domestic travel. Concur provides emergency contact storage, domestic travel alerts, and allows the University to provide necessary safety and COVID-19 related guidance to University members who are returning to campus following travel.
- E. International SOS (ISOS) MyTrips – platform for travel itinerary registration for international travel. ISOS provides an additional level of alerts as well as international response protocols, and support for global, medical, security, and logistical emergencies without having to contact campus first. It also allows the University to provide necessary safety and COVID-19 related guidance to faculty, staff, and students or student employees who are returning to campus. ISOS benefits do not apply when traveling to the user’s home country. More information is available in the [Pitt Global Operations Support](#) website.
- F. University Travel Card – The University Travel Card is a University paid Mastercard and works in conjunction with Concur and AT to provide travelers with convenient, hassle-free Travel and Expense Management. More information is available on the [PantherExpress Travel & Expense Management website](#).

#### **IV. University-Related Travel Requirements During COVID-19**

The following travel standards for University Members apply to all authorized travel as outlined by operational postures in the [University’s Standards and Guidelines: Safe Mobility](#). Prior to booking any travel, review the Safe Mobility Standards and Guidelines for detailed information regarding authorized travel and approval, commuting and personal travel, and quarantining after travel.

During the COVID-19 pandemic, the following standards support the safe mobility guidelines, facilitate the provision of critical assistance to University Travelers in an emergency, facilitate provision of health and safety guidance upon return to campus, and minimize financial loss to the University in the event of sudden travel interruptions.

When arranging group travel such as by charter bus, review the general guidelines for safe travel listed in the Safe Mobility standards and guidelines.

**A. All travel paid by the University must be booked through Concur or Anthony Travel**

The University **will not reimburse** University-paid airfare and car rental expenses booked through means other than Concur or AT unless the travelers present evidence with their expense report that extenuating circumstances prevented access to Concur or the ability to contact AT. Benefits of booking through Concur or AT include automatic travel itinerary registration, 24/7 assistance from dedicated travel agents, University-wide negotiated discounts, and [more](#).

**B. All travel itineraries paid for by another host institution must be registered manually, as follows:**

For Domestic Travel – [Concur’s MyTrips or the TripIt Pro App](#) which allow the University to provide necessary safety and COVID-19 related guidance to University Members who are returning to campus following travel.

For International Travel – in addition to importing their itinerary to Concur, University Members should also manually register in [ISOS](#) since imported itineraries do not automatically transfer to ISOS. More information on how to register is available via the [Pitt Global Operations Support](#) website.

In order to obtain the benefits described above, the University **strongly encourages** booking domestic or international travel paid by another institution through Concur or AT if possible, and then submitting an invoice payable to the University of Pittsburgh to the host institution.

**C. Any changes to non-personal international travel made outside of Concur or AT should be added manually in the International SOS MyTrips portal to support the safety of University travelers abroad. Resources for MyTrips portal and additional steps to improve safety for international travelers may be found via the Pitt [Global Operations Support](#) website.**

**D. The [University’s Travel Card](#) must be used for all domestic and international travel expenses paid by the University, wherever the card is accepted. Benefits of using the University Travel Card include facilitation of travel cancellation refunds to the University, a reduction of the traveler's financial burden, fraud protection, and [more](#). If you do not have a travel card, please see Appendix A, Section D.**

Please see Appendix A for additional guidelines related to travel that are applicable across all the University’s [Operational Postures](#).

## **V. Personal Travel During COVID-19**

The [University's Standards and Guidelines: Safe Mobility](#) address personal travel. Prior to booking any travel, review the Safe Mobility Standards and Guidelines for detailed information regarding commuting and personal travel, and quarantining after travel.

Please see Appendix A for additional guidelines related to travel that are applicable across all the University's [Operational Postures](#).

## **VI. Related Authorities**

[Pennsylvania Department of Health COVID-19 guidance](#)

[Process to Reopen Pennsylvania](#)

[University's COVID-19 Operational Postures and Gating Criteria](#)

[University's Standards and Guidelines: Safe Mobility](#)

[University's Department of Environmental Health and Safety Guidance and Use Case Scenarios for Face Coverings and PPE](#)

[University's Standards and Guidelines: Face Coverings, Personal Protective Equipment, and Personal Hygiene](#)

[University's Standards and Guidelines: Meetings, Conferences, Events & Guests](#)

## **VII. Contact Information and Public Accessibility**

This document is posted on the Office of Policy Development and Management's website and can be found at: <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>. For questions related to this document, please contact: Resilience Steering Committee at [ResilienceSteeringCommittee@pitt.edu](mailto:ResilienceSteeringCommittee@pitt.edu).

## **Appendix A Additional Guidelines: Travel Management**

### **A. Manual Travel Itinerary Registration**

For information on how to manually register your travel itinerary, visit [this page](#).

### **B. Assistance and Support for University Travelers**

- All University domestic and international travelers who booked through Concur or AT may [contact AT or PantherExpress Travel and Expense Management](#) for emergency travel services, rerouting, etc.
- [Pitt Global Operations Support](#) will also assist international Pitt travelers to minimize interruptions to academic or work responsibilities.
- University Members traveling internationally on University business can explore the trip interruption insurance provided by International SOS. Further information about Pitt's travel insurance coverage appears in the [Pitt Global operations Support website](#).
- The Panther Express team has compiled [guidance in response to the COVID-19 outbreak](#) on topics related to travel as well as the use of the University Travel Card for unplanned/un-budgeted expenses.

### **C. Benefits of booking travel through Concur or Anthony Travel**

Visit [this page](#) for more information regarding the benefits of booking travel through Concur or AT.

### **D. Benefits of paying for travel with the University Travel Card**

All University faculty and staff are eligible to apply for a University Travel Card. Visit [this page](#) for more information about obtaining a travel card and the associated benefits.

### **E. Academic Visitors**

Units hosting academic visitors on campus should adhere to [these processes and protocols](#).

### **F. Additional International Travel Guidelines**

- Visit [this page](#) for additional international travel guidelines specific to students.
- Visit [this page](#) for additional international travel guidance for University Members including information on group travel as well as hand carried items (considered exports) that must be declared to U.S. Customs and Border Protection.