

COVID-19 Business Travel Policy Update

This temporary COVID-19 Business Travel policy is effective starting on Aug. 16, 2021 and supersedes previous Business Travel requirements. It will remain in effect until revoked or revised by the COVID Leadership Team. Other policies and procedures related to business travel, including the [Employee Travel and Business Expense Reimbursement Policy](#), remain in effect and are not overridden by this policy.

At all times, all UNC Health employees traveling for UNC Health business purposes should comply with applicable infection control measures, including adhering to current mask guidance and practicing physical distancing.

Note that travel for SOM clinical employees is subject to the UNC Health Travel Policy. Other SOM employees are subject to the [University's travel policy](#), which may be more or less restrictive than the UNC Health travel policy. In instances where a UNC Health employee's business travel will be reimbursed by a UNC SOM clinical department, or where a SOM employee's travel will be reimbursed by a UNC Health department, the travel must be approved under **both** policies.

Business Travel

- Travel to or between UNC Health entities as part of an individual's regular duties is not considered "Business Travel" and is not subject to this policy.
- Business Travel is permitted, subject to the following conditions:
 - Events: For the purposes of this policy, "Event" includes any meeting, conference, or continuing education event.
 - Prior approval: Business Travel must receive prior approval by an Authorized Approver.
 - Business travel that was booked prior to the effective date of this policy *must be submitted for approval* under the criteria laid out below.
 - If previously-booked Business Travel is not approved under this Policy, the employee should take reasonable steps to seek a refund for travel related-expenses already paid.
 - In the event that an employee is not able to secure a refund, the employee should be reimbursed for any non-refundable expenses or fees.
 - Authorized Approver: The CEO/President of each UNC Health Hospital or Network Entity (including UNCPN, UNCPN-GP, and UNCFP) shall designate a senior leader or leaders (Vice President or above) within the organization who can approve Business Travel for their hospital/entity, using the criteria laid out below.
 - Approval Criteria: In authorizing the Business Travel, the Authorizing Approver should consider all of the following criteria before granting approval:
 - The need for the individual to attend the Event in person. In all cases, remote attendance is preferred, unless there is a legitimate business reason for the attendance to be in person.
 - The purpose of the Event. Travel that is necessary to advance UNC Health's tripartite mission should be prioritized over less essential purposes.
 - The location of the Event. Travel to current "hot spots" should be avoided.
 - The nature of the Event. Indoor gatherings, events where food will be served and consumed (especially indoors), or events where social distancing could not practicably be maintained, should be avoided.
 - The vaccination status of the employee. In accordance with CDC guidance, travel should be delayed for individuals who are not fully vaccinated. Allowances may be made for those that have not been vaccinated for religious or medical reasons, and Authorized Approvers are encouraged to work with their HR Business Partners for questions on how to evaluate this criteria.