

Travel and Off-campus Work
A Decision-making Guide for Academic Unit Heads

Travel to conduct research or work at locations other than an official university duty station requires approval by the academic unit head, or a designated alternate.

Note: Travel is only to be approved for personnel on UNL's designated personnel roster if it is necessary to ensure continuity of existing research (or other work), there is low risk of spreading the COVID-19 infection (in either direction), the traveler(s) will practice social distancing, and there are no reasonable alternatives – this is not business as usual and university travelers must take all necessary precautions to protect themselves and others from COVID-19 infection.

The following is a decision-making guide for approval of requests to travel to a location other than an official university duty station. Decisions should be made on a case-by-case basis. It will best serve the university and the public interest if travel is minimized, but we are currently operating under conditions in which continuity of research and other work is supported. Questions to ask when approving requests:

1. The location, number of people traveling, and whether an overnight stay is required?
2. The impact of NOT completing the work, or of NOT making the trip?
3. Is delay possible without negatively impacting the project?
4. Are there alternatives for others already at or near the location to cover the work?

For travel to locations off campus the following will guide decisions on whether to approve:

1. Official **UNL travel beyond the borders of Nebraska** is currently and until further notice not allowed – in rare cases, requests for exceptions may be submitted through the unit head.
2. **Travel between University of Nebraska sites** is generally acceptable if all necessary precautions are taken during travel to and from the sites, and while at each site – COVID-19 has been identified at many sites in Nebraska, and each traveler must be aware of areas with cases <http://dhhs.ne.gov/Pages/Coronavirus.aspx>
3. **Travel to off-campus, non-university locations** at which no COVID-19 occurrences have been recorded, e.g., agricultural field sites, streams, state parks, etc., within the state of Nebraska should be carefully evaluated, and approved only if the owner/manager of the off-campus location agrees to receive university personnel. **Travel to sites without approval of the owner/manager of the site is not to be approved by the academic unit head.**

If approval is given the traveler must observe all current federal, state, and local health guidelines, take all possible precautions to minimize the risk of spreading the infection, observe all directions by university site managers, and be alert for symptoms of the infection in others and in themselves. Overnight travel should be approved only after exploration of all other options, and if an overnight stay is required, meals should be picked up curbside or at a drive through and taken to the lodging.

Note: Social distance is to be maintained at all times including in vehicles – this will mean traveling in separate vehicles (vehicles should be sanitized before and after each use).

Note: Traveling without approval, failure to observe all local, state, and federal health advisories and guidelines, or failure to follow site manager directions will result in revocation of travel privileges.