

Out-of-State Business Travel

*Travel out of state, for the purpose of University business operations will be supported beginning June 1, 2021. It is important to note that although travel is being supported, that does not imply it is being encouraged.

Employee must provide the following information about the event:

- Name and date of the event
- What state, city and county the event is being held
- Total number of individuals traveling
- Total number of days gone out-of-state
- Purpose for travel and explanation of how this benefits the University
- COVID-19 guidelines/policy/mitigation associated with the event

UP employee must provide data from [COVID Act Now](#) for the state, city, and county in which travel may be occurring to direct manager. This must be done within two weeks of the date of travel. Level of risk scale will be used with the following colors meaning:

Green: Under 1 case per 100,00 (Low Risk) *Travel would be allowed

Yellow: 1-10 per 100,000 (Medium Risk) *Travel would be allowed

Orange: 10-25 per 100,00 (High Risk) *Travel would be allowed

Red: 25-75 per 100,000 (Very High Risk) *Travel may not be permitted

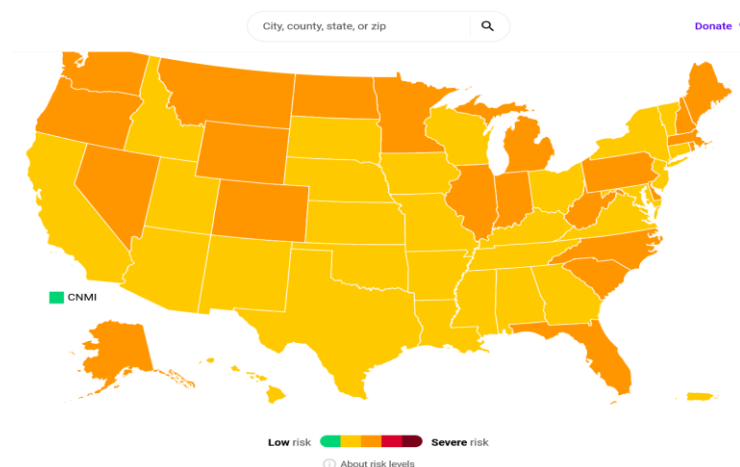
Maroon: over 75 per 100,00 (Severe Risk) *Travel may not be permitted

*City, State, and County all must fall within the (low/green, medium/yellow, or high/orange) in order to allow travel.

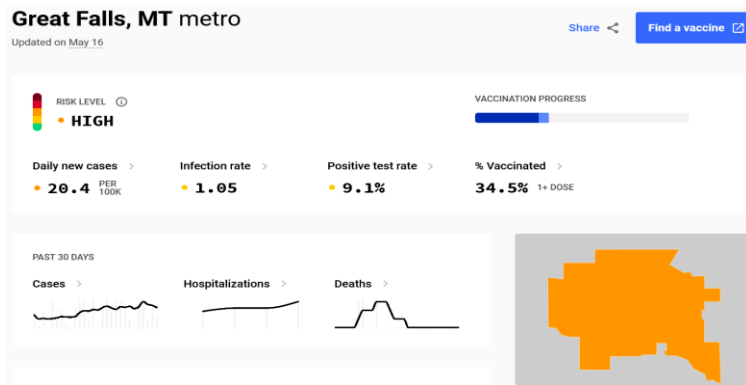
Example Below:

Destination

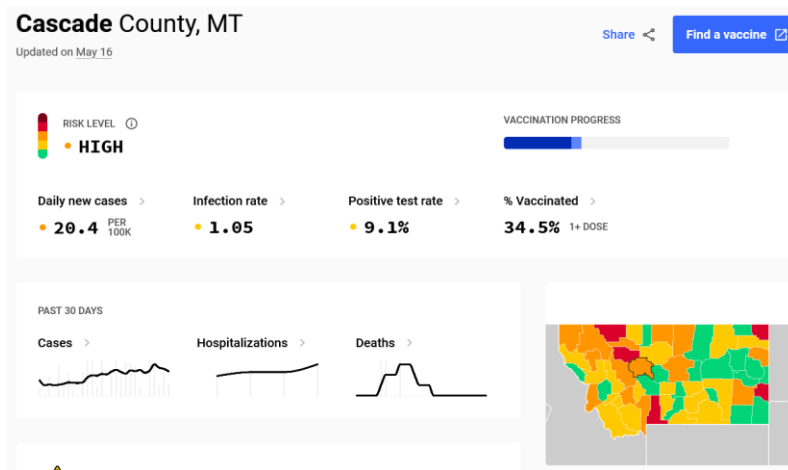
State: Montana 5/17/21 Screenshot



City: Great Falls 5/17/21 Screenshot



County: Cascade 5/17/21 Screenshot



State, City and County all in the “Orange Category”; consequently, approval may be given by the manager to move forward with the appropriate institution travel requests.

The week of travel - manager and employee must review the state, city, and county COVID Act Now risk scale to make sure it’s still orange or below. If the numbers are elevated in the red or maroon the trip may be canceled.

*Traditional institutional budget implications apply with regard to business-related travel.

The following mitigation steps must be followed by employee and explained by manager:

- Face mask protocol follows CDC recommendations for vaccinated vs non-vaccinated employees
- Avoid large gatherings when possible
- Pick up or order in food instead of going into a restaurant
- Two individuals allowed per hotel room
- Transportation by rental car – be cognizant of maximum occupancy of vehicle per size of vehicle compact car (1-2 people) midsize car (1-3 people) large minivan or suburban (1-5 people)
- Transportation by flying - employee must follow all Federal Regulations and policies of the respective airlines in regard to air travel.

- Proper hand sanitization
- Non-vaccinated employees must quarantine 7 days upon returning from trip. After day 5 of quarantine, an employee must get a PCR test. Employee may return to work on campus, on day 8 after quarantine, contingent upon proof of a negative test result and no symptoms. Employees must be able to work from home when asked by manager to do so. Vaccinated employees must get a negative PCR test after return from trip and can return to work on campus once they have proof of a negative test result and have no symptoms.
- All UP COVID-19 policies will be followed at all times even if the state traveling to has less restrictive guidelines/policy.
- Do not come to work if sick and report symptoms immediately to manager. Reminder vaccinated individuals can still contract the virus.
- Reminder outside events pose less risk than indoor events which pose a greater risk. When possible go outside.