

Additional Provisions for College-Funded Travel by Faculty and Staff During Academic Year 2021–2022

Due to the ongoing COVID-19 pandemic, the Provost Division will require that all travel funded by the College follow the guidelines below. These guidelines are in addition to the standard College policies governing [travel by employees](#) and [faculty travel for conference participation](#).

1. Domestic Travel

Domestic travel is generally permitted. Faculty and staff should follow all Massachusetts Travel Order requirements in place at the time of travel, including any requirements for quarantine or testing upon return to Massachusetts. Information on Massachusetts guidelines is available here: <https://www.mass.gov/info-details/covid-19-travel-order>.

2. International Travel

- Faculty who are fully vaccinated are permitted to use College funding, in accordance with the Faculty Conference Travel Policy, for international travel to countries that have a CDC travel warning level 3 or below based on COVID.
- Faculty are required to review the COVID information available at: <https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html> and are required to follow all CDC, State Department, and in-country guidance with regard to COVID precautions.
- Faculty are required to sign the [Foreign Travel Waiver form](#).

3. These rules apply for all College funds used to support faculty travel: faculty conference travel funds, funds from a Faculty Development Account, or funds awarded by the Committee on Faculty Scholarship. Faculty members should follow all of the procedures outlined in the [Faculty Conference Travel Policy](#), including registering for [International SOS](#) for international travel. On the pre-approval form in Chrome River (in the notes/comments section), please affirm that you have checked the posted guidelines mentioned above and what the restrictions are, if any.

4. These rules also apply to administrators who are choosing to travel abroad. Please note that, barring emergency circumstances, we will not require anyone to travel to a country with a travel warning of level 3 or 4 as part of their job.

5. At this point the College is not funding travel to a country with a level 4 warning. Faculty who wish to use College funds for travel to a country with a level 4 warning must petition for an exception. This petition should be submitted to the Dean of the Faculty who works with your department or program. It will be reviewed by the Deans of the Faculty, the Provost, and the Director of Risk Management.

6. Virtual Conferences

- The College will continue to support faculty participation at virtual academic conferences. If you are giving a paper or otherwise are on the program (as described in [Faculty Conference Travel Policy](#) section B.1), we will continue to support virtual attendance at the same number of conferences as defined by the terms of the policy.
- In recognition of the benefits of engaging professionally and intellectually during this period, all faculty may apply for College support for registration fees at **one** appropriate virtual academic conference even without giving a paper, being on a panel, or otherwise appearing in the conference program (as described in [Faculty Conference Travel Policy](#) section B.1). The support will be a maximum of \$500 in conference fees.
- To request College support for registration fees for virtual academic conferences, please complete the conference travel pre-approval form in Chrome River. The general expectation is that virtual conference attendance will not disrupt your teaching schedule, but if it is the case that you are scheduled to present at a virtual conference at a time that conflicts with your course schedule, please indicate in the comments section what arrangements you will make for your class(es).