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**To:** [fin-expense-preparers](#); [fin-cost-center-managers](#); [fin-driver-worktag-managers](#)  
**Subject:** Georgia Tech COVID-19 Business Travel Requirements  
**Date:** Wednesday, July 15, 2020 7:27:00 PM  
**Importance:** High

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Good evening,

Please see a summary of the business requirements for Georgia Tech employees travelling for business and research purposes during the outbreak and pandemic of the Coronavirus Disease 2019 (COVID-19) effective July 1, 2020. Business requirements will be updated as needed.

Non-employee travel will follow the same requirements and be approved on a nonemployee COVID travel acknowledgment form. A nonemployee COVID travel acknowledgment form is posted on the Travel Web page and will be signed by the traveler and approved by the department head. This will be maintained by the department and subject to audit. The form may be located at <http://www.procurement.gatech.edu/travel/forms>.

In accordance with guidance issued by the University System of Georgia (USG), only essential travel may be authorized at this time. All nonessential travel is prohibited until further notice. This guidance may change. For further details please refer to <https://www.usg.edu/coronavirus/>.

Travel is considered essential if it is for:

- Research and business meetings that cannot be conducted virtually; and
- Projects and work that are time sensitive with fixed deadlines.

Use of state funds for travel requires additional budget considerations and must be mission critical.

Submissions and approvals will be done via a Spend Authorization in Workday and must be completed and approved prior to travel. The **Spend Authorization and Approval process in Workday includes a mandatory Travel Questionnaire and Acknowledgement E-Form** for submission of basic information and justification for travel. All essential domestic travel requires completion and return of this E-Form via Workday. Domestic travel includes:

- Travel outside the State of Georgia and within the United States;
- In-state travel of 50 miles or more; and
- In-state travel requiring an overnight stay(s).

Local travel less than 50 miles should be approved by the department. The department may choose to utilize the Spend Authorization for all reimbursable travel during the COVID-19 time period.

For recurring in-state travel that has similar essential requirements, a **Blanket Spend Authorization** can be used and approved for a 90-day travel period. During this 90-day period, the Spend Authorization can remain open. After the 90-day period, a new Spend Authorization will be required.

**In-State Blanket Spend Authorization** requirements:

- **Recurring In-state travel only;**
- **90-day periods** as part of the Spend Authorization process;
- A single individual traveler and **cannot be used for an entire department or unit;**
- Frequent in-state travel activities that meet the following requirements:
  - Travel activities are consistent with the employee's job duties;

- Travel business purpose is consistent for each travel event;
- Travel activities are related to the employee's employment occur in the same location(s)

Expenses incurred under the In-State Blanket Spend Authorization must be expensed against the approved Spend Authorization and comply with the Georgia Tech Travel Policy.

Establishment of International travel is being reviewed and guidance is pending. Restrictions have been placed in Workday to align with the recommended USG and CDC level 3 countries. For further details please refer to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>.

Please distribute this information within your units as needed.

Best regards,

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