

**From:** [Infolist](#) on behalf of [April Burger](#)  
**To:** [infolist@u.washington.edu](mailto:infolist@u.washington.edu)  
**Subject:** [Infolist] COVID-19 Travel Reimbursement Guidelines Update  
**Date:** Friday, February 28, 2020 3:57:33 PM  
**Attachments:** [image001.png](#)  
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Hello Travel Experts,

There has been much discussion and many questions from the UW campuses on how to handle travel due to growing concerns related to COVID-19 (the novel coronavirus). We believe the health and safety of our travelers is paramount. With that said, we understand there are travel arrangements that have been made and expenses already incurred for upcoming travel. Any corresponding travel expenses may be reimbursed if the traveler and/or department deem it unsafe to conduct travel for UW business as a result of concerns related to COVID-19. We ask that any travel expense reimbursement submitted with expenses from a cancelled trip due to these issues, that a comment be added to the expense report stating as such.

Here is some additional information regarding departments making the determination on booking/canceling travel as it relates to policy accountability. Please see the following link for our compliance: <https://finance.uw.edu/travel/PolicyAccountability#Departments>

Please also be aware our change/cancellation policy is still in affect so if any of the exceptions are being met, we recommend using them. Please see the following link for our current change/cancellation policy exceptions: <https://finance.uw.edu/travel/ChangeCancellationTravel>

We have partnered with the Office of Global Affairs to provide you with the information you need for safe and successful international travel. More information regarding travel restrictions and safety can be found at:

<https://www.washington.edu/globalaffairs/global-travelers/>

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STUDY ABROAD STUDENTS: Please note that travel expenses (e.g. visas, flights) incurred by students studying abroad, in general, are not reimbursable. For questions about restrictions on UW student travel outside the U.S., please consult: <https://www.washington.edu/studyabroad/coronavirus/>

For general guidance from the UW on Coronavirus, please see the University's newly established Coronavirus website: <https://www.washington.edu/coronavirus/>

We will continue to monitor the situation closely and communicate with you additional information as it becomes available.

Thank you,  
Travel Services