

Process for requesting approval for domestic travel requiring overnight stay

(August 27, 2021)

This process applies to all faculty, staff, and student domestic travel that requires an overnight stay. All travelers must first obtain approval from Environmental Health and Safety/Emergency Management (EHS&EM) and proof of approval should be included with the university travel request documentation. The University is using the Veoci system to process the EHS&EM approvals. This documentation will replace the COVID-19 risk mitigation plans that are currently being submitted with travel authorizations through Chrome River.

Prior to requesting approval of your travel by EHS&EM, we recommend that you submit your COVID-19 vaccination attestation [here](#). While vaccine attestation is not required for travel, approval process is greatly expedited for fully vaccinated travelers.

For faculty and staff who have been vaccinated and submitted their attestation form:

1. Submit your travel information using the [EHS&EM travel request form](#). You will need your banner id, travel destination, purpose of the trip, and dates.
2. You will receive an email from Veoci within 24 hours with the subject line "COVID Protocol Review Completed" with an attachment showing that your travel has been approved by the EHS&EM. If you do not receive this email within 24 hours, please contact EHS&EM at safety@appstate.edu.
3. Submit this approval along with your request for travel authorization to your unit and follow your unit's (Academic Affairs, Student Affairs etc.) existing procedures to obtain final approval.
4. After your travel, you will receive a final document from Veoci with a statement that this travel request has now been closed. You will need to submit this document to your unit to start the process of your travel reimbursement.

For faculty and staff who have not been vaccinated and/or have not submitted their attestation form:

1. Faculty and staff who have not been vaccinated and/or have not submitted their attestation form will need to submit a risk mitigation and contingency plan and take a COVID-19 test before and after their travel.
2. To start the process of approval, submit your travel information using the [EHS&EM travel request form](#). You will need your banner id, travel destination, purpose of the trip, and dates.
3. You will receive an email from Veoci within 24 hours with the subject line "Travel Approval Pending - Response Required".
4. You will need to fill out the [EHS&EM supplemental travel request form](#), which requires you to provide an extensive risk mitigation and contingency plan for your travel.
5. **Additionally, you are required to take a COVID-19 test** (PCR or antigen) no more than 3 days prior to your departure and submit the documentation showing a negative result to receive final approval for your travel. Testing documentation must be a report that is generated by a lab licensed to perform the testing. When you submit your

supplemental travel request, you will receive an email from Veoci with the subject line, "Travel Supplement Received - Action Required" with a link to submit your test result.

Failure to take the test and submit the test results will lead to revoking of the travel approval and you will not be able to receive reimbursement for expenses incurred.

6. When your risk mitigation and contingency plan is approved, you will receive an email from Veoci with the subject line "COVID Protocol Review Completed" with an attachment showing that your travel has been approved. Please note individuals who test positive will not be allowed to travel.
7. Submit this approval along with your request for travel authorization to your unit and follow your unit's (Academic Affairs, Student Affairs etc.) existing procedures to obtain travel approval. Please note that failure to **take the test and submit the test results will lead to revoking of the travel approval and you will not be able to receive reimbursement for expenses incurred.**
8. **You must also take a COVID-19 test and submit the result to the university between 3&5 days after returning from travel.**
9. You will then receive a final document from Veoci stating that this travel request has now been closed. You will need to submit this document to your unit to start the process of your travel reimbursement. Please note that **failure to take the test and submit the test results will jeopardize your reimbursement and you will not be reimbursed for the costs of the trip.**

For student travel requiring overnight stay (to attend conferences, events, course-related travel etc.)

1. Faculty or staff supervisors will submit travel requests for students using the [EHS&EM travel request form](#) with relevant information about the travel (travel destination, purpose of the trip, and dates.)
2. If there is more than one student traveling, please pick "group travel" from the drop down menu and submit a list of travelers with names, last names, and Banner ID's.
3. If all travelers are vaccinated, you should receive an email from Veoci within 24 hours with the subject line "COVID Protocol Review Completed" with an attachment showing that your travel has been approved by the EHS&EM. If you do not receive this email within 24 hours, please contact EHS&EM at safety@appstate.edu.
4. Submit this approval along with your request for travel authorization to your unit and follow your unit's (Academic Affairs, Student Affairs etc.) existing procedures to obtain final approval.
5. If you have travellers in your group who have not been vaccinated, you will receive an email from Veoci within 24 hours with the subject line "Travel Approval Pending - Response Required".
6. You will need to fill out the [EHS&EM supplemental travel request form](#) for your group, which requires you to provide a risk mitigation and contingency plan for your group's travel.

7. Once your travel plan is approved, you will receive an email from Veoci with the subject line "COVID Protocol Review Completed" with an attachment showing that your travel has been approved by the EHS&EM.
8. Submit this approval along with your request for travel authorization to your unit and follow your unit's (Academic Affairs, Student Affairs etc.) existing procedures to obtain final approval for your group travel.
9. Additionally, travelers in your group who are not vaccinated are required to take a COVID-19 test (PCR or antigen) no more than 3 days prior to the departure and submit the documentation showing a negative result to receive final approval for their travel. EHS&EM will contact these individuals with this information and provide a link for submission of test results. If anyone in your group is unable to travel due to a positive test result or a failure to submit test results, EHS&EM will contact the supervisor/instructor stating that the student is not able to travel.
10. After your trip, travelers who are not vaccinated are required to take a COVID-19 test and submit the result to the university between 3&5 days after returning from travel.
11. After your travel and after test results have been submitted (if relevant), you will receive a final document from Veoci with a statement that this travel request has now been closed. You will need to submit this document to your unit to start the process of your travel reimbursement.