



COVID-19 State Travel Guidelines

Updated August 30, 2021

In response to the coronavirus (“COVID-19”) pandemic and resulting financial spending constraints, SUNY Potsdam is instituting the following guidelines governing College funded or sponsored travel (“state travel”) for faculty, staff and students. These guidelines are effective immediately and shall remain in effect until rescinded or superseded. **Note: Consistent with guidance from The New York State Division of Budget and SUNY Systems Administration, spending constraints remain in place at this time. Therefore, state funding (State Operating or IFR Funds) may only be used for Category 1 Travel. Category 2 Travel must be fully funded from non-state funds and cannot be paid for using a State Travel Card or State Purchase Order.**

Travel Restrictions

All campus sponsored or funded travel is restricted to critical operational travel with the United States only. Critical operational travel includes travel falling into the following two categories:

Category 1 Travel (Eligible for State Funding)

1. Health and safety
2. Course instruction
3. To meet contractual or legal obligations
4. Athletic practices and competitions
5. Student recruitment
6. Accreditation purposes
7. Travel for presentations at professional conference or to activities directly related to research (tenure-track faculty and staff only)
8. Travel to in-person SUNY Meetings

Category 2 Travel (Not Eligible for State Funding – Must be Fully Funded by Non-State Funds)

1. Other research and/or professional development
2. Institutional Advancement

Travelers must submit a travel authorization with a justification of the need; receive approval by their Supervisor, Dean, and President’s Council Designee; and file a completed travel requisition with Purchasing and Payables Department **before** departing on any state-funded or sponsored travel. Completed travel requisitions should be submitted to ereqs@potdam.edu to be filed (Note: Travel authorizations will not be encumbered). Approval by the Regional CFO is not needed, except for those employees in business affairs. The use of blanket travel requisitions remains prohibited. Note: For liability purposes, a travel authorization must be approved in advance for **all** state funded or state sponsored travel, including travel with no state expenses (e.g. travel supported by Foundation funds, other funding source, or no expenses incurred)

Questions

Questions about these guidelines or other travel-related matters can be sent to Purchasing and Payables, which can be reached by phone at (315) 267-2143.