COVID-19 Travel Restrictions
At this time, all COVID-19 travel restrictions have been lifted. Travelers who have approved travel requisitions may travel for state business. Departments should be aware that travel restrictions may be re-instated as circumstances may require.

Spending Restriction Remain in Effect
While COVID-19 travel restrictions are lifted, departments are reminded that all campus sponsored or funded travel is restricted to critical operational travel. 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

Travel Requisitions.
Travelers must submit a travel requisition 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 before departing on any state-funded or sponsored travel. Completed travel requisitions should be submitted to ereqs@potsdam.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).

NYS Travel Ban to Mississippi
Note: The NYS travel ban remains in effect for Mississippi. State-funded or state-sponsored travel to Mississippi is banned unless an exemption is approved in advance.

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.