At this point, the University is only allowing travel for research (that may include presentations). It still needs to be approved, however, through a lengthy process (see below). Attendance at conferences and workshops is still limited to virtual formats only (if presenting, there may be exceptions). Depending on if it is domestic or international, the time for approval can vary.

1. Before any travel authorization process can be initiated (Chrome River is now the new software package. The old forms are now obsolete), a COVID travel plan must be approved. Here are two links again for reference (various scenarios): [CAS\_Requesting permission for travel-covid](https://docs.google.com/document/d/1DXQ3nVt7i9nPxIRgc7ORiMfSLy1UxQlYkA66kPg5IrQ/edit?usp=sharing) and [CAS travel paperwork guidance](https://docs.google.com/document/d/1wfpaRtNomErQOrmCDljD4_0YAX7CpsaOU1i8X6inTsw/edit?usp=sharing) and CAS travel plans and requests (previously posted on Department page). Please submit to the department chair along with all of the relevant information: Dates, lodging, meals, travel, funding source, etc.
2. CAS reviews the travel plan. Associate Dean Mike Madritch heads this up. It is then sent to Director of Environmental Health, Safety, and Emergency Management Jason Marshburn for approval.
3. [If this involves international travel, the University International Travel and Research Committee will review the plan along with current CDC country guidelines. If they approve, it moves on to Step #4]
4. After this is completed, it is then sent to Academic Affairs for the Provost’s approval and then to the Chancellor’s Office for final approval.
5. Once those approvals are all received, we can initiate a travel authorization in Chrome River and then this, along with travel plan approvals, goes to CAS and then to Academic Affairs.
6. Finally, it then goes to UNC General Council for approval.
7. If an advance is requested, it usually takes 20 days minimum in a “normal” year because it must also be routed through Business Affairs, Comptroller’s Office, and Payroll. If it involves grant funded research, it must also go through a layer of approval from Special Funds and also the Office of Sponsored Research.

**Other Things to Consider:**

Business Affairs Guidelines for AY20-21

**5/31**:   No Travel Advance Expense Reports (**on any fund**) will be approved for travel ending after May 31st.

**6/7**:     All Travel Advance Expense Reports **must be cleared and approved** by General Accounting by June 7th.

**6/7**:     All Travel Expense Reports received by General Accounting **after June 7th** will be processed in FY22 (*essentially cutting into next year’s budget if not grant funded*)