

In light of Dr. Bowen's most recent announcement concerning travel restrictions for the University, we would like to provide direction on cancelling and requesting reimbursement for non-refundable travel reservations placed on personal credit cards. Please follow the instructions below carefully as we work together to complete the reimbursement process.

If you are requesting personal reimbursement for your cancelled travel plans you must include **in addition to the traditionally required documentation** the following

1. Email or website posting notifying of cancellation of conference OR ATU statement restricting travel thereby causing cancellation of the trip
2. Terms of cancellation of reservation
3. Proof of cancellation.

These documents are required to allow for reimbursement of travel cancellations associated **only** with the Coronavirus outbreak. Any unused airfare or other arrangements reimbursed to the traveler that may be applied to future reservations must be used for travel on behalf of the University. AR Department of Finance and Administration has provided ATU with the guidelines for these reimbursements and allowed for university management to approve them on a case by case basis with proper documentation. Please see the FAQs below and contact Travel Services at 479-356-6209 with any additional questions.

IS ATU RESTRICTING UNIVERSITY-FUNDED TRAVEL?

The [ATU Travel Office](#) is reviewing all travel relative to the coronavirus pandemic.

- Please review the CDC [helpful guidance](#) for travelers. During your travels, stay informed about developments and watch for advisories that could impact your journey and/or your return.
- The CDC now recommends travelers, particularly those with underlying health issues, [defer all cruise ship travel worldwide](#).

If you have concern about travel within the United States for events, please discuss that with your supervisor/instructor/department. Any travel into or through areas listed by the CDC, ADH or U.S. State Department as requiring quarantine may limit your ability to return to campus. Please take into consideration these potential impacts of any travel – official or personal. If you have concerns about any upcoming travel, international or domestic, please reach out to your instructor, supervisor, or the [ATU Travel Office](#).

CAN I TRAVEL ABROAD?

To slow the spread of coronavirus disease 2019 (COVID-19) into the United States, the Center for Disease Control and Prevention is working with state and local public health partners to implement after-travel health precautions.

Click on the link below to read more about the CDC after-travel precautions for individuals who have traveled abroad to certain countries:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

In accordance with this guidance from the CDC and the Arkansas Governor's office, Arkansas Tech University has made the following determinations:

- Cancellation of all out of state travel by any ATU employees or ATU-sponsored groups.
- Cancellation or postponement of international travel by ATU-sanctioned programs for the remainder of the spring 2020 semester to countries. A decision on future semesters, including summer 2020, will be made as more information becomes available.
- Members of the university community who have engaged in international travel should stay home for 14 days from the time they left an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing.