



# USU TRAVEL & COVID-19 + GREEN HOUSE GAS FEE

CHANGES TO THE TRAVEL PROCESS

JUNE 25, 2020



USU has committed to being carbon neutral by the year 2050. With that in mind and under the direction of President Cockett, a new program has been implemented to help USU offset its carbon footprint related to air travel.



Beginning July 1, 2020 - all employees and non-employee guests who travel by air for University related business will be assessed a \$10.00 fee that is billed to the department. That fee will be collected from the TA (similar to SOS Insurance) when airfare is selected, and the traveler is not a student. For FY21, all GHG fees will be refunded to the department.

## TRIP INFORMATION

\* Traveling Department

Department Approver

\* Purpose

\* International Destinations

\* Student Travelers

\* Departure Date

\* Departure City

Add another destination

Travel / Project Name

\* Description

[Group Travel](#)

\* Number of Students

\* Number of Employees

\* Number of Non-Students/Non-Employees

\* Return Date

\* Destination City

## GREEN HOUSE GAS FUNDING

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GHG Index



GHG Amount

\$

GHG Account

750400



ALSO BEGINNING  
JULY 1, 2020  
AIRPORTS WILL BE  
REQUIRED ON  
TR'S WHEN  
AIRFARE IS  
SELECTED.

- This will help in calculating air miles for reporting.

REIMBURSEMENT OPTIONS - SELECT ALL THAT APPLY

- Airfare
- Lodging
- Individual Meals
- Meals & Entertainment

- Mileage
- Parking & Transportation
- Registration
- Other

Please attach itemized receipts / documentation for all reimbursement requests.

AIRFARE

Airfare Payment Method

Baggage Payment Method

Amount \$

Amount \$

Airline

Add another airline

Airline

Add another airline

Departing Information

\* Departing Airport

\* Arriving Airport

Returning Information

\* Departing Airport

\* Arriving Airport

COVID-19 –  
QUESTIONS FOR  
TRAVELERS

TRIP INFORMATION

\* Traveling Department

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\* International Destinations

\* Student Travelers

\* Departure Date

\* Departure City

Add another destination

\* List all destinations, including layovers and planned stops during trip

\* Has the traveler(s) discussed with his/her supervisor the risks associated with COVID-19 in their travel location(s) and do they agree that the trip is necessary?

\* Does the traveler and supervisor have a contingency plan in case the traveler is required to quarantine after returning home?

\* The traveler affirms that his/her supervisor approved the group's plan to avoid exposure to/transmission of COVID-19. Please attach the approved plan.

Please attach the approved plan to avoid exposure to/transmission of COVID-19. Attachments may be added using the paper-clip above or by dragging & dropping the document(s) onto the form.

Travel / Project Name

\* Description

[Group Travel](#)

\* Number of Students

\* Number of Employees

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\* Return Date

\* Destination City



# TRAVEL SPECIALISTS

Travel specialists should work with travelers to be able to answer “Yes” to the COVID-19 questions on the new TA form as much as possible.

IF you do not know the answer, please do not hold up the submission of a TA. It is more important to have the travel authorization approved. Check “No” and submit the TA for approval.

Travelers, Business Managers and Department Heads will have the option to return the TA and have the answer changed to “Yes” if appropriate.

OPEN TA'S

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NEW GUIDELINES

# OPEN TA'S ARE FOR SAME DAY TRAVEL – MILEAGE ONLY



"For purpose of this guidance, travel includes journeying from your local community to another community (i.e., county) but does not include commuting to and from work or moving between counties to carry out everyday activities or standard errands."



This statement from the new Standard Operating Procedures (SOP's) relates specifically to who needs to fill out a new TA and complete the Travel Questionnaire.



We can still reimburse mileage around town.

# PLEASE REMEMBER TO ARCHIVE OLD TA'S.



For all rescheduled travel (that won't take place in FY20) –



Archive the TA and submit a new TA when travel has been rescheduled. Please reference the old TA# on the new TA.

REMINDER –  
FISCAL YEAR 20  
ENDS TUESDAY,  
JUNE 30

- Please do not approve ANY TRAVEL after 4:55 pm on June 30<sup>th</sup>. It will create problems with the system and force a new TA and TR to be created.