MEMORANDUM

To: UCF Community
From: Joel Levenson, Assistant Vice President: Tax, Payables & Procurement
Date: March 31, 2020
Subject: UCF Travel Advisory

The safety and wellbeing of all members of the UCF community is of the utmost concern to us. The rapidly changing guidance concerning COVID-19 requires us to continually update our procedures to ensure our community is as safe as possible. Effective today, all university travel, except for the immediately following circumstances, is cancelled. Until otherwise communicated, the only allowable travel will be campus-to-campus travel by personal or university vehicle for the following employees: first responders, healthcare professionals, supply chain personnel, critical infrastructure support personnel, and approved researchers and instructors.

Please coordinate with your supervisor and/or travel processor to cancel your travel expenses, including but not limited to: transportation, lodging, registration fees, car rentals, etc. If you are currently traveling away from your main work location, make plans to return to that location as soon as possible.

We encourage the UCF community returning from travel to follow guidelines issued by the Centers for Disease Control and Prevention as well as the State of Florida. Generally, all non-essential travel should be avoided. UCF’s previous travel advisory instructed all travelers to return home as soon as possible. We trust these instructions were followed to the extent possible. Travelers returning home should exercise precaution and follow best practices concerning community health standards. As of Friday, March 27; only those employees who have been identified as essential, whose job functions require them to report to campus, and whose supervisors have approved them continuing to work on campus should be at UCF. All other employees should reach out to their supervisors to discuss possible telecommuting options.

For additional information on the university’s response to COVID-19, visit: https://www.ucf.edu/safety/coronavirus/. UCF Travel will continue to operate to assist our travelers in any way possible. If you have any questions related to UCF travel, email travelfa@ucf.edu. We will respond to you as soon as possible.