

March 20, 2020

Subject: University Travel Cancellation Guidance

To All Staff and Faculty:

As we continue to deal with the ongoing COVID-19 outbreak, Slippery Rock University has made the decision to suspend all business travel for all employees until further notice. The travel suspension involves both international and domestic travel.

With most outside conferences and meetings already having been canceled, the Travel Office wants to remind all travelers to request refunds from airlines, hotels and/or conferences that have already been paid. We understand that travel requests and reimbursements are in several different statuses. The Travel Office will be working with individual travelers to provide appropriate guidance. Please be aware that a set of specific travel FAQs for these circumstances is available at <https://www.sru.edu/offices/accounting-services/accounts-payable/travel-info>.

Please be mindful that decisions regarding future business travel beyond the spring semester will be influenced by the then-current pandemic circumstances. Accordingly, please do not book any future travel without approval of your respective Cabinet leader.

For additional information, contact Kristine Hoffman, fiscal technician, at kristine.hoffman@sru.edu or Sarah Trowbridge, accounts payable manager, at sarah.trowbridge@sru.edu.

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