



Before travel

- Assess your health. Do not travel if you show COVID-19 symptoms.
- Know locations and hours of local health clinics at your destination.
- Review Center for Disease Control (CDC) [Travel health notices](#) and [Travel Planner](#).
- Know and plan for the current [State Travel Restrictions](#) for your destination.
- Check CDC recommendations for [domestic travel](#) for any new updates. See image below.

Domestic Travel Recommendations and Requirements	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

- Viral test costs may be covered by your health care provider. If not, they may be reimbursed as a business-related expense if tests were required to travel.
- Submit a trip request in [Concur](#).
 - Check with your department to see if there are any internal requirements prior to submitting request in Concur.
 - Within the comments section of the Concur Request enter your attestation of vaccination.
 - If needed, attach a [Travel Policy Exception Justification](#) form (ex. driving in lieu of flying).
 - The request must be reviewed and approved by the Dean (Academic Affairs) and Provost/Vice President.
- After the request is fully approved in Concur, book all your travel through Concur, if possible.

****Sac State will not reimburse travel expenses incurred without the required pre-authorization process. ****

During travel

- Continue to monitor precautions and maintain flexibility to alter plans if needed, including self-isolation and returning home.
- Follow local and regional [quarantine guidelines](#).
- Modify activities to maintain physical distancing and wear a face covering. Practice good hygiene. Regularly wash your hands for at least 20 seconds, wipe down surfaces, cough into your sleeve, and sneeze into tissues and dispose of them immediately.

After travel

- Talk with your supervisor and follow Sac State departmental guidelines for health and safety to return to the office.
- For domestic travel, the [CDC recommends](#) unvaccinated travelers get a COVID-19 test 3-5 days after travel and reduce nonessential activities for seven days after travel, even if your test is negative.

For additional information check the [COVID safety guidelines](#) on the AP/Travel website.