Due to the continued COVID-19 crisis, UNM HSC implemented new travel and food guidelines for faculty, staff, students, and visitors. Health Sciences-related travel expenditures will be prohibited, except for the noted exceptions below. Food expenditures are once again permitted.

**Business Travel Procedure Extended**

Due to the continued COVID-19 crisis, UNM HSC implemented new travel and food guidelines for faculty, staff, students, and visitors. Health Sciences-related travel expenditures will be prohibited, except for the noted exceptions below. Food expenditures are once again permitted.

### Business Travel

**Effective through Feb. 28, 2021**

- Travel bookings for conferences, seminars, etc. already purchased need to be canceled during this timeframe. Travelers should attempt to obtain a refund directly from airline(s), conference, or travel-related vendor. Some airlines and travel vendors are waiving various fees, including cancellations, changes, and registration fees.

- Employees are eligible to receive reimbursement for out-of-pocket travel costs paid for by the employee that are canceled during this travel restriction time period due to COVID-19, for amounts not refunded or not reimbursed from partial refunds.

- Travel may be allowable for COVID-19-related research activity, clinical patient care (locums, residents, and direct patient care), such as resident or student away rotations, and/or specific requirements for extramural sponsored projects.

- Any events that are not travel-related, such as virtual conferences, will not be impacted.

### Business Food/Meals

**Effective through Aug. 31, 2020**

- Due to the fact that we are restricting all group gatherings such as meetings, conferences, luncheons, celebrations, etc., we will not be allowing business food purchases during this time.

- Food/meal purchases may be allowable for COVID-19-related research activity, clinical patient care, and specific requirements for extramural sponsored projects.

- Any exceptions for learners need to be approved by the appropriate Dean(s) or the Executive Vice Dean for the School of Medicine.