Due to the continued crisis from COVID-19, effective May 11, 2020, UNM HSC is implementing new travel and food guidelines for faculty, staff, students and visitors. Health Sciences-related travel and food expenditures will be prohibited except for the noted exceptions below.

**Business Travel Procedure Extended**

Due to the continued crisis from COVID-19, effective May 11, 2020, UNM HSC is implementing new travel and food guidelines for faculty, staff, students and visitors. Health Sciences-related travel and food expenditures will be prohibited except for the noted exceptions below.

**Business Travel**

Extended and effective through May 15, 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 airlines, conference or travel-related vendor. Some airlines and travel related vendors are waiving cancellation, change fees and registration fees. Employees are eligible to receive reimbursement for out-of-pocket travel costs paid for personally that are canceled during this travel restriction time period due to COVID-19 - for amounts not refunded or not reimbursed from partial refunds.

- 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, 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

(This restriction has expired, revert to pre-COVID policies see UBP 4000 section 5)

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

- Food/meals 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 Deans or the EVD for SOM.