Portland State University travel guidelines

Effective April 22, 2021, Portland State University is resuming essential domestic and international PSU-sponsored travel, subject to the approval and reimbursement process outlined in the University Travel Guide. In accordance with the Travel Guide, departments and supervisors continue to be responsible for determining the necessity and justification for essential travel.

During the current pandemic, travel may be deemed “essential” when it significantly advances one or more of the following:

- Maintenance of critical business functions;
- Continuity of grant funding or completion of grant-required activities and deadlines;
- Ability to meet contract deliverable requirements that may not be canceled or postponed under the terms of those agreements;
- Timely and critical research and scholarship opportunities;
- Continuity in academic progress, degree completion or graduation; and
- Field work-related travel with seasonal or other particular constraints

Employees and departments should consult the current guidance on domestic and international travel from the Centers for Disease Control and Prevention. Employees and departments should weigh the relative risks of travel against the potential serious disruption to research or university programs. Factors considered in determining whether to approve a request for essential travel include:

- Whether the travel may be reasonably postponed;
- Whether alternative methods of accomplishing the above functions exist that may alleviate the need to travel (e.g. Zoom or other virtual alternatives);
- Legal requirements or guidance at departure and destination points (e.g. entry restrictions, entry testing, stay at home mandates from WHO, CDC, State Dept. or local public health authority equivalents);
- Availability of healthcare systems at travel location;
- Ability to return to destination point

Please note that, due to the volatile and unpredictable nature of the current pandemic, public health guidance and the above factors may fluctuate, and it is possible the University may require a previously approved trip to be canceled or postponed should the risk level for the destination increase between request and departure.