

**Subject: Temporary Business Travel Policy**

**Effective Date:** March 13, 2020 – April 10, 2020 with options for extension

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**To All City Employees:**

The City of Durham is taking proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the City's goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Durham is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

This policy applies to all full-time and part-time employees and Council members.

**II. Policy**

A. All non-essential travel for work-related activities is **cancelled** through April 10<sup>th</sup>.

1. Travel is defined as a one-way trip out the state of North Carolina.
2. Travel includes transportation by automobile, train, plane, and bus.
3. "Non-essential" is defined as any meeting, event, training, workshop, and conference.
4. "Essential" is defined as anything related to the protection of public safety and/or the response to the COVID-19 pandemic.

B. Irrespective of distance, there should be no attendance at events or meetings where the expected attendance is 100 or more people.

C. Any requests for exceptions must be received in writing and approved in advance by the City Manager or his designee.

D. No arrangements for any new travel are to be made until further notice.

E. If the restriction period will be extended beyond April 10<sup>th</sup>, there will be additional guidance provided every two weeks going forward.

F. Employees are to cancel reservations and get all available refunds for hotels, registration fees, and transportation costs.

1. If monetary reimbursement is not possible, the recommendation is to request credits if possible.
2. Refunds should be applied back to the City purchasing card used to make the purchase. If other payment methods were used and refunds are made to employees, these refunds **MUST** be paid back to the City upon receipt by the employee.

3. If credits are received, notify the Finance Department for guidance on tracking and future utilization of them.

G. The City will be responsible for payment and/or reimbursement of any costs that result from cancellation where the employee cannot receive a refund or a credit.

H. As alternatives to in-person attendance at meetings and events, the following are recommended:  
Remote/digital meetings; telephone; video conferencing.