

TO: onesource-memos@listserv.uga.edu

From: onesource@uga.edu

RE: Guidance on Travel Planning and Cancellations

Dear Colleague:

Based on a review of outstanding travel authorizations, you either have an upcoming trip or have recently finished travel and may have questions due to the rapidly evolving situation around coronavirus (COVID-19). **Please use the [Guidance on Travel Planning and Cancellations](#) which has been developed to answer most key questions (included below).**

We recognize that this is a rapidly evolving situation and that the recommendations of the U.S. Department of State and the Centers for Disease Control and Prevention can change frequently. UGA has provided a [Coronavirus resource website](#) to ensure that you have the latest information. The University has no higher priority than the health and safety of members of our community.

Further details on travel related items can be located in the [University's travel policy](#). If you have additional questions, please do not hesitate to contact us via email at onesource@uga.edu or call 706-542-0202 (Option 2).

Sincerely,

Jennifer Dunlap, Director

UGA Accounts Payable
