

## Travel Questions

### 1. What are the options if the hotel is not able to print out a receipt?

- If this were to happen, please ask the hotel to email traveler a copy of the receipt for the hotel charges.

### 2. What happens if a traveler becomes sick prior to travel or during travel?

- **Sick prior to Travel** - This is why we use Concur, reservation need to be cancelled immediately, call you travel arranger, don't just leave it, call someone.
  - If traveler would happen to receive a charge, a Travel Exception Memo would need to be submitted through the Portal for approval.
- **Sick during Travel** - It really depends on what's wrong with traveler, if they can make it home, come home, CALL BCD TO CHANGE FLIGHTS TO COME HOME EARLY, if not make the best of it, stay, and come back as your authorization states.

### 3. Hotel charged \$219.00 for a stay in Denver, Colorado, (per diem is \$199.00). Of that charge (\$219.00) was Lodging at \$199.00 + added \$20.00 for breakfast. The hotel would not break the charges out on the invoice.



- In this scenario, you would put in the lodging as \$199.00 (per diem) and the extra (\$20.00) gets taken care of by M&IE, make a note on the receipt to reflect this, just in case of an audit.

### 4. After a traveler has completed official travel, are they supposed to get a COVID-19 test?

- When CDC recommends that travelers *consider* COVID-19 testing for current SARS-CoV-2 infection with a viral test prior to or following travel, agencies should recommend to employees traveling on official business that they consider being tested consistent with such CDC guidance.
- When CDC otherwise recommends or requires COVID-19 testing prior to or following travel, agencies must require employees traveling on official business be tested consistent with such CDC guidance, pursuant to Executive Order 13991.
- Locations have test kits available and should provide for any recommended testing.
- If their travel involved risk of exposure such as crowded places/meeting while not wearing mask, then recommend testing per CDC guidance.
- CDC also recommends that individuals consider getting tested for current infection as close to the time of departure as possible (no more than 3 days) before travel. USDA Agencies and Staff Offices will be providing screening test kits to employees in advance of official travel.

# ALL Travelers

## RECOMMENDED

- Get [tested](#)  for current infection with a [viral test](#) if your travel involved situations with greater risk of exposure such as being in crowded places while not wearing a well-fitting mask or respirator.
  - Follow [additional guidance](#) if you know you were exposed to a person with COVID-19.
- Self-monitor for [COVID-19 symptoms](#); isolate and get [tested](#)  if you develop symptoms.
- Follow all [state, tribal, local, and territorial](#) recommendations or requirements after travel.

## If Your Test is Positive or You Develop COVID-19 Symptoms

- [Isolate](#) yourself to protect others from getting infected. Learn [what to do](#) and when it is safe to be around others.

### 5. International Travel concerning the New ARS Mission Critical International Travel Request Approval Form, August 2022.

- For the requests already in the Portal for passport renewal, it would be a good idea to start putting the new International Travel Request Approval Form in, doesn't need to be today, but in the near future.
- Per Dr. Pantoja, he is good with starting to push some of the International Travel Request Approval Form forward for Department approval.
  - **PLEASE NOTE** and inform traveler: International Travel Request Approval Forms **MUST** have a strong justification and directly address how they meet the guiding principles for international travel that accompanied the form.
- Moving forward for passport renewals/new issuance, please submit the International Travel Request Approval Form with the other documents for approval.
  - Documents to start the passport renewal/new issuance are:
    - Passport Processing Request Memo to FMAD from AD.
    - MWA Request to Perform Time-Sensitive Research form.
    - ARS Travel Information System (ARIS) form.
  - **AND**
    - ARS Mission Critical International Travel Request Approval Form, August 2022.
- For Portal ticket that have been renewed or new issuance, please create a Portal ticket for the new ARS Mission Critical International Travel Request Approval Form and with a good solid justification we will submit for approval.

**6. Cancelling reservations without cancelling an authorization.**

Cancellation

If the booked airfare is lost due to lack of approval on the authorization, the entire trip (TA) will need to be recreated because the PNR on the original reservation is associated with that authorization in the airlines computer system. If the authorization is stamped canceled for any reason, the Concur authorization cannot be reused.

- With that being said, if the airfare has been ticketed, traveler will still be owed the TMC fees associated with the ticketing.
- You can always check the traveler's US Bank account to see if the fees were charged, this would be done by calling your travel specialist to inquire about charges on the GOVCC.