

## Travel Guidelines

Randolph College

**Purpose:** To ensure the safety of our students and employees during these unusual times with the pandemic present worldwide

**Scope:** Randolph College faculty, staff, and students

**Guidelines:**

- Ground travel is the College's approved method of travel at this time. This is subject to change as the pandemic conditions change. With ground travel, passengers in the vehicle should follow CDC and the state guidelines.
- Faculty and staff ground travel should be no more than 250 miles one-way and should be approved by the head of your division prior to the travel or the provost if you are faculty.
- Summer: Restricted (endowments, grants, or other funds) internship funds may be used for ground and air travel through June 30, 2021. As of July 1, air travel is not permitted, including for internships funded by endowed funds with the exception of return travel from internships that originated before BEFORE July 1 for which return airfare was purchased before July 1.
- Between July 1 and December 31, 2021, (for the fall 2021 semester) no air travel is permitted, *except for travel funded by external grants*. (E.g. VFIC). This prohibition also applies to travel funded by endowments. This is a financial decision by the College. This policy will be reassessed prior to the spring of 2022 semester.
- RISE funding may be used for domestic ground travel through the fall semester of 2021 in accordance with the 250 mile rule..
- RISE grant funding may not be used for summer travel. Summer Research Program can utilize RISE funding, but not for travel.