

**Before travel**

- Assess your health. Do not travel if you show COVID-19 symptoms.
- Know locations and hours of local health clinics at your destination.
- Review Center for Disease Control (CDC) [Travel health notices](#) and [Travel Planner](#).
- Know and plan for the current [State Travel Restrictions](#) for your destination.
- Check CDC recommendations for [domestic travel](#) for any new updates. See image below.

Domestic Travel Recommendations and Requirements	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

- Viral test costs may be covered by your health care provider. If not, they may be reimbursed as a business-related expense if tests were required to travel.
- Submit a trip request in [Concur](#).
  - Check with your department to see if there are any internal requirements prior to submitting request in Concur.
  - Within the comments section of the Concur Request enter your attestation of vaccination.
  - If needed, attach a [Travel Policy Exception Justification](#) form (ex. driving in lieu of flying).
  - The request must be reviewed and approved by the Dean (Academic Affairs) and Provost/Vice President.
- After the request is fully approved in Concur, book all your travel through Concur, if possible.

**\*\*Sac State will not reimburse travel expenses incurred without the required pre-authorization process. \*\***

**During travel**

- Continue to monitor precautions and maintain flexibility to alter plans if needed, including self-isolation and returning home.
- Follow local and regional [quarantine guidelines](#).
- Modify activities to maintain physical distancing and wear a face covering. Practice good hygiene. Regularly wash your hands for at least 20 seconds, wipe down surfaces, cough into your sleeve, and sneeze into tissues and dispose of them immediately.

**After travel**

- Talk with your supervisor and follow Sac State departmental guidelines for health and safety to return to the office.
- For domestic travel, the [CDC recommends](#) unvaccinated travelers get a COVID-19 test 3-5 days after travel and reduce nonessential activities for seven days after travel, even if your test is negative.

For additional information check the [COVID safety guidelines](#) on the AP/Travel website.