

Before Travel

- Assess your health. Do not travel if you show COVID-19 symptoms.
- Budget projections should include quarantine requirements for the country in question (e.g. additional 14 days of hotel costs, as most countries are requiring a two week quarantine period).
- Make sure your passport is valid for at least 6 months after your intended entry date to country.
- Know locations and hours of local health clinics at your destination.
- Review CDC [Travel health notices](#) and [Travel Planner](#). Check [Country Travel Restrictions](#) and [Travel Advisories](#) for the country you are planning to visiting.
- Check CDC recommendations for [international travel](#) for any new updates. See image below.

| International Travel Recommendations and Requirements | Not Vaccinated | Fully Vaccinated |
|--|----------------|------------------|
| Get tested 1-3 days before traveling out of the US | ✓ | |
| Mandatory test required before flying to US | ✓ | ✓ |
| Get tested 3-5 days after travel | ✓ | ✓ |
| Self-quarantine after travel for 7 days with a negative test or 10 days without test | ✓ | |
| 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.
 - The request must be reviewed and approved by the Dean (Academic Affairs), Paul Hofmann (AVP for International Programs and Global Engagement), Provost/Vice President, and 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 and booking 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](#).

Before you arrive in the United States

- All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3

months before they board a flight to the United States. Follow guidelines for [Testing and International Air Travel](#) or visit [Travel.State.Gov](#) for additional information and COVID testing requirements: FAQs.

After travel

- Talk with your supervisor and follow Sac State departmental guidelines for health and safety to return to the office.
- For [international travel](#), it is recommended to get tested 3-5 days after travel and stay home for a full seven days.



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