

From: Matthew Sapienza
Subject: COVID-19 Update: Travel
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Dear Colleagues,

Due to current travel advisories in place and for the safety of our faculty and employees, the ability to book new travel for Level 3 countries (China, Iran, Italy and South Korea) and Level 2 (Japan) has been restricted in CONCUR. All travel scheduled to occur before April 1, 2020 on behalf of CUNY to these destinations, not booked through CONCUR, must also be cancelled. Employees that are scheduled to travel for CUNY-related purposes in the next few weeks may wish to reassess their travel needs. Please note that travel insurance continues to be non-reimbursable by the University and its related entities, subject to the [CUNY Travel Policy](#).

Colleges are encouraged to use the following CUNYfirst query (**CU_FSTE_TA_STALE_RPTS**) to identify the location of upcoming travel events listed on travel authorizations, and may wish to conduct outreach to their college community as necessary.

Employees who may have international travel plans should check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for the country of travel. Additional questions regarding CUNY's response to COVID-19 can be sent to Coronavirus.Taskforce@cuny.edu.

Many thanks for your continued leadership.

Matthew Sapienza
Senior Vice Chancellor and Chief Financial Officer