

**From:** [Poole, Susan](#)  
**To:** [USNH](#)  
**Subject:** Important Update - Due to COVID-19: Temporary Exception to our Travel Policy  
**Date:** Monday, March 9, 2020 11:59:00 AM

---

### **USNH Employee Business Travel Cancellation and Reimbursement**

The safety of our entire community remains our priority and all campuses remain vigilant in their monitoring, planning and response to new developments surrounding the COVID-19 (coronavirus). Due to the fluidity around the advancement of the virus, we ask all employees to carefully consider all upcoming University System related travel. For those employees with current travel plans who choose not to travel, please appeal first to your airline, hotel, car rental and other travel partners and request a refund or future credit. After reasonable attempts have been made and if unsuccessful, please provide your documentation to your campus business service partner and those expenses will be covered regardless of source of funding.

Please investigate if a technology option can be utilized for remote participation before booking future travel. During this fluid period, please make reservations that are refundable. This is a temporary exception to our travel policy and we will advise when this reverts back to our current rules.

Ongoing updates from your institutions will continue. In the interim, please continue to rely upon guidance from the [Center for Disease Control](#), the [World Health Organization](#), or the [NH Department of Health and Human Services](#).

Please find following the link to current internal communications and external resources:  
<https://www.usnh.edu/human-resources/covid-19-system-office-resources-and-communications>

Susan Poole  
HR Manager

V: 603.862.0953 / F: 603.862.0946

University System of New Hampshire  
5 Chenell Drive, Suite 301  
Concord, NH 03301  
[www.usnh.edu](http://www.usnh.edu)

Confidentiality Notice: This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual(s) addressed in the message above. This communication may contain sensitive or confidential information. If you are not the intended recipient, you have received this email in error and any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you believe you have received this email in error, please notify us immediately and delete all copies of this message including any contained in your reply. Thank you.

