
From: ABA Membership <ABAMEMBERSHIP@LISTS.UPENN.EDU> **On Behalf Of** Patterson, Nyzinga L

Sent: Thursday, August 13, 2020 9:28 AM

To: ABAMEMBERSHIP@LISTS.UPENN.EDU

Subject: Fwd: Penn-Affiliated Travel Remains Suspended, Petitions Now Being Accepted

The following correspondence is being sent on behalf of Committee on Travel Risk Assessment (CTRA):

Penn-Affiliated Travel Remains Suspended, Petitions Now Being Accepted

As you may be aware, Penn-affiliated travel is currently suspended due to the ongoing COVID-19 pandemic. This includes both domestic travel (with overnight stay) and international travel. If you or someone in your department has questions regarding travel during the pandemic, please refer to [Penn's Travel Guidelines and Procedures](#).

At this time, faculty and staff with **essential** travel needs, may submit a petition for travel approval. Essential travel is:

1. Travel that must be performed at the time in question **AND**
2. Travel whose goal cannot be accomplished through another means

Petitions are reviewed by Penn's Committee on Travel Risk Assessment (CTRA). More information on petition procedures can be found at the website above. If a petition is approved, the traveler must 1) register their trip in [MyTrips](#) and 2) book flights in [Concur](#), or by calling World Travel, Penn's approved Travel Management Company.

IMPORTANT FOR TRAVEL APPROVERS: Please do not approve an employee's flight or hotel reservations unless you have seen the approval email from CTRA.

We thank you in advance for assisting us with these new (temporary) procedures. If you have any questions regarding travel during the pandemic and/or the petition process, please email travelsafety@pobox.upenn.edu. For questions regarding travel suppliers and services or assistance with Concur, please email travel@upenn.edu.

Sincerely,

Artemis Koch, on behalf of CTRA

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