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To: [University of Illinois Library News <LIBNEWS-L@LISTSERV.ILLINOIS.EDU>](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)
Subject: COVID-19: Travel Funds
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Good morning everyone,

The past few weeks have been rough. Many of our employees regularly travel to attend conferences, have speaking engagements, and meet to share their knowledge with colleagues around the world. With COVID-19 and stay-at-home executive orders in many states as well as our own, that all came to an abrupt stop. To help answer some questions you might have, and as we move into the next phases of our COVID-19 response, I'd like to provide some information regarding basic travel support.

We realize that some of you may be unable to spend your allocated funds during the current fiscal year, especially if you had planned travel between March and June. Thank you to everyone who worked with event organizers, hotels, etc. to get refunds processed and reservations canceled. It helps the Library and provides us additional flexibility in meeting needs related to the COVID-19 emergency, so we are very appreciative of your response.

At this time, we would like to note a few points regarding the travel funds:

- While the Library does not have a formal policy document regarding the use of these funds, they have historically been used to support travel to conferences and workshop registration/attendance.
- Given the extraordinary circumstances, it may be possible to use the funds for online training sessions, workshops or conferences.
 - We ask that you use discretion in enrolling for such opportunities. They should represent a clear benefit to the Library and your professional development, relative to the cost. Registration **MUST** be pre-cleared with administration and paid by BHRSC in advance.
 - If you wish to use the funds for this purpose, please complete the travel form located at: <https://forms.illinois.edu/chooseAuth/7897380>
- In line with past practice, the following uses of these funds are **NOT** supported:
 - Professional society or other memberships
 - Book or ebook purchases
 - Recurring charges, such as for online learning platforms
- We will assess travel and professional development support levels for FY21 when campus travel policies have been determined for the next fiscal year. At this time we do not know what effect, if any, the inability to use this year's fund will have on next year's funding levels.

For those who had to cancel trips, we understand you are disappointed. We want you to know that we will work to support your professional growth and development during this challenging time.

Stay tuned for additional details, and if you have any questions in the meantime, please reach out to Skye Arseneau (Human Resources) or Susan Edwards (Business Services).

Chris

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