Boston University’s COVID-19 resource page has updated information, including FAQs, to address some of the most pressing coronavirus issues facing the University community.

The Provost’s memo on July 31, 2020 outlines the Policy Regarding Fall 2020 University-Sponsored Travel, which prohibits University-sponsored domestic and international travel for undergraduate and graduate students for the fall semester, although graduate students may petition for an exception. Faculty and staff travel must be approved by the traveler’s Dean or Vice President. As a reminder, all travelers remain subject to federal, state, and local travel restrictions and quarantine requirements, as well as any applicable University quarantine requirements.

Travel Services has outlined some common questions and answers, along with a resource guide to address any other questions you might have. These will be continuously updated as new information becomes available.

If you have an immediate question, please submit a ticket to Sourcing & Procurement and we will make sure it’s routed to the appropriate contact.

**Business Travel**

1. **What current travel and airline restrictions should I be aware of?**

   For additional information from WorldAware, including real times alerts and travel advisories, please visit the SARS-COV-2 and COVID-19 Intelligence Center.

2. **I need to make contact with one of BU’s preferred travel agencies.**

   **Short’s Travel Management**
   P: 617-353-1700
   E: travelbooking@bu.edu

   **The Travel Collaborative**
   Reilly Millett, Branch Director
   P: 800-370-7400
   E: info@travelcoll.com

   **Partners Travel Management**
   Robert McCoy, Travel Manager
   P: 904-320-1455 or 844-445-3330
   E: BUtravel@partners-travel.com

3. **A conference I was attending has been cancelled due to COVID-19. What do I do?**
In most cases, the conference host will provide specific information on how registration fees will be handled, including any refunds.

If you were flying, please check the airline’s website for updated information on policies concerning change fees and/or flight cancellations. Most airlines are waiving or reducing change fees, and some will allow you to cancel with a full refund. If you need further help, email travelbooking@bu.edu or call 617-353-1700.

Contact the host hotel immediately to cancel any room nights (assuming host has not already done this on your behalf). Most hotels allow free (or significantly reduced) cancellations with 24-48 hour notice. Specific policies will apply by property.

4. I have planned and booked business travel but I do not feel safe traveling. Should I cancel?

Please remember that all domestic and international travel by faculty, staff, and students, supported by funds administered by the University is discouraged unless granted exemptions from the approval of the traveler’s dean of vice president. Other alternatives should be considered, such as remote/virtual participation or postponing travel to a later date.

5. Can I get a refund on my paid airfare?

If you booked through BU’s preferred travel agency, Short’s Travel (or Concur), please contact them directly for assistance. Most airlines are not refunding tickets but offers a no change fee policy to book another flight in the future. Shuttle tickets on American Airlines and JetBlue between Boston, NYC and Washington DC are fully refundable and exchangeable with no airline change fees (agent rebooking fee may apply).

Email travelbooking@bu.edu or call 617-353-1700.

If you did not book through Short’s, please contact the company used to book the travel to discuss available options. You may contact Short’s for general information, but they likely will not be able to service or take action on your issued ticket.

Airline specific updates

American Airlines (see Appendix A on page 5 for additional information)
JetBlue
United Airlines
Emirates
Delta Airlines
Southwest Airlines
Porter Airlines

Updates are changing almost daily due to the coronavirus, be sure to check for the airline’s latest travel notice. For additional information, visit the Centers for Disease Control and Prevention (CDC) website for travel-related advisories.

For travel to or within the European Union, under EU Regulation 261/2004, passengers are likely entitled to compensation for cancelled flights. For more information on how to claim compensation, click here.
6. I still need to travel, so is there a preferred booking method that provides more flexibility?

You should first make sure travel is allowed based on restrictions in place. If so, nearly all tickets purchased through Short’s (or Concur) automatically include a one-time change free of charge, and many flights have a refundable status. These options provide much needed flexibility, especially given the uncertain travel landscape due to COVID-19. If you have specific questions, please contact Short’s Travel at travelbooking@bu.edu or call 617-353-1700.

7. My cancelled trip was being charged to a federal grant. Are cancellation fees, including change fees, allowable costs to be charged?

Unless you receive explicit permission from the funding agency, in writing, these costs are generally not allowed to be charged to a grant and are considered unallowable. This also applies when the reason for cancelling grant funded travel is elective and not due to a broader cancellation by the conference/event host. We will communicate any broad travel directives from the federal government, or specific funding agencies, as needed which may impact this position.

If you have specific questions related to this please contact Post Award Financial Operations at pafo@bu.edu.

8. Have there been any updates for Amtrak passengers?

For the most up to date service adjustments visit Amtrak alert.

The following Northeast Corridor schedule changes have been announced:

Due to track and infrastructure improvements being performed along the Northeast Corridor, as well as customer demand, schedule changes will affect Acela and Northeast Regional trains beginning Mar. 16, as outlined below.

**Washington, New York and Boston:**
- Scheduled departure and arrival times of Acela and Northeast Regional trains may change by 3 to 15 minutes in both directions between Boston, New York and Washington, D.C.
- All Acela trains will depart Washington, D.C., 10 minutes before the hour except 2124, 2126, and 2128, which will depart 10 minutes after the hour.
- Weekday Northeast Regional trains will increase stops at Westerly, RI and Mystic, CT.
- On Fridays only, Acela Train 2151 will not run between Boston and New York. Acela Train 2157 will be a new mid-morning Friday only departure from Boston at 8:00 a.m.

We appreciate your patience as we complete important track and infrastructure work. For the most up to date schedule information and reservations, visit Amtrak.com, use our free mobile app, speak with station personnel or call 800-USA-RAIL (1-800-872-7245).

**Events**

1. **My department is trying to cancel an event that is booked with a third-party property. Can I get help?**

Sourcing & Procurement will work with you and the property on the issue to determine the best available options. This could include cancelling the event entirely, or working to reschedule and putting a new contract in place.
As a first step, the department is encouraged to have an initial discussion with the host to talk through any available options. Some points to consider include:

- What does the contract say? Do we have termination rights?
- Have we paid any fees or deposits already? If not, it’s prudent to hold back on any payment until the matter is resolved.
- Could you refer to President Brown’s message about no business travel / no events?
- Ask “what flexibility are you willing to provide given the circumstances?”
- Consider the “bigger picture” partnership host has with BU, and could this be a factor?
- If event will be rescheduled, can you commit to future business?

Sourcing & Procurement is more than willing to advise on discussion points and actions steps. Please submit a ticket to Sourcing & Procurement and we will get back to you within 24 hours.

2. **My department is working to schedule an event with a third-party property. How can I make sure I get as much flexibility as possible?**

Assuming the event is allowed based on restrictions in place through May 18th, Sourcing & Procurement is experienced with negotiating these types of contracts and we can help you negotiate more favorable terms which provide flexibility in the event of an unexpected cancellation (e.g. due to COVID-19).

Please submit a ticket to Sourcing & Procurement and we will get back to you within 24 hours.

3. **How should my department communicate to event attendees of meeting cancellation?**

When cancelling room block or booked reservations, ask the hotel to hold off on sending out room cancellation notice until your department had the opportunity to communicate event cancellation to all parties.
## Appendix A

### American Airlines Exception Policies

<table>
<thead>
<tr>
<th>Impact Region</th>
<th>Cancellation or Reschedule Changes</th>
<th>Tickets Issued on or Before May 31, 2020 (or) Unusual Tickets Expired March 1, 2020 to September 30, 2020</th>
<th>Tickets Issued from March 1 - May 31, 2020</th>
<th>Tickets Issued Between June 1 and September 30, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>All markets</td>
<td>1. All markets.</td>
<td>All markets.</td>
<td>All Markets.</td>
<td>All markets.</td>
</tr>
<tr>
<td></td>
<td>2. For details by market please see Suspension of Service: American and the Caribbean • Asia. • Europe / Middle East / Africa. • South Pacific</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refund</td>
<td>Allowed 1st class is confirmed on the flight when canceled</td>
<td>Per fare rules</td>
<td>Per fare rules</td>
<td>Per fare rules</td>
</tr>
<tr>
<td>Travel Dates</td>
<td>1. Based on market, See Market Detail in individual Suspension of Service.</td>
<td>March 1, 2020 – September 30, 2020</td>
<td>Through the validity of the ticket Note: Ticket extension applies for tickets issued between March 1 and May 31</td>
<td>Travel dates are not applicable. Ticket extension does not apply</td>
</tr>
<tr>
<td>New Travel Dates</td>
<td>1. Based on market, See Market Detail in individual Suspension of Service. All travel must be completed by December 31, 2021</td>
<td>Tickets issued between March 1 and May 31, extended through Dec. 31, 2021.</td>
<td>Must travel within normal ticket validity.</td>
<td></td>
</tr>
<tr>
<td>Change Fees</td>
<td>Walied.</td>
<td>Walied - see travel dates allow</td>
<td>None - per fare rules.</td>
<td>Per fare rules</td>
</tr>
<tr>
<td>Add Collect</td>
<td>If origin/destination/city pair is same, add collect will apply. If changed, the new fare is applicable and any add collect will apply. Effective March 23. If new itinerary fare is lower than original, residual refund may apply. See Constructor Global Flexibility Waiver for details</td>
<td>Even exchange applies only if new itinerary is identical to original. Otherwise, follow fare rules.</td>
<td>Change fee waiver is in the fare rule – all other fare rules apply</td>
<td>Per fare rules</td>
</tr>
<tr>
<td>Change-of-origin/O&amp;D</td>
<td>Yes, difference in fare may apply.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOOK Vales</td>
<td>Effective for travel on/after Apr 19, 2020, all tickets will return to NOOK vales if applicable.</td>
<td></td>
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</tr>
<tr>
<td>Extension of 11th ticket validity</td>
<td>Any ticket issued on or before May 31, 2020 for travel between March 1, 2020 through September 30, 2020, may have the ticket validity extended until December 31, 2021 and will get 1 free change. After rescue, all fare rules apply.</td>
<td>Any ticket expired between March 1, 2020 and September 30, 2020 will have until December 31, 2021 to complete travel.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Weekly Update – May 1, 2020

No changes since last week's Update

**Making Things Easier:**

**Waiver Codes Consolidated to Five**
- IANIZ/SPKUQAPR – Travel Change notice Waiver
- SIAIZ/ATDSQP – Asia suspension
- SIAIZ/SPGSSQP – Americas/Caribbean suspension
- SIAIZ/ASUCQP – Europe/Middle East suspension
- SIAIZ/TASQP – South Pacific suspension

**Waived Name Change Fees**

Corporate accounts receive a free name change during the validity of tickets purchased on or before May 31, 2020.

Your agency of record can now process this complimentary name change in their CRS without requiring a waiver code. A contracted Corporate Travel Agreement must be active and the ticket must contain a valid Corporate GATP or IATP in the endorsement box or tour code field.

You can also continue to process name changes in Saleslink through May 31, 2020.