**Town of Chapel Hill**

**Travel for Training Guidance for Employees**

**during the COVID Pandemic**

Updated April 26, 2021

Department Heads may approve travel for training (or other large gatherings such as seminars or meetings) by using these guidelines.

**General Expectations**

Virtual training is strongly preferred whenever available for all training during 2021 due to the COVID Pandemic.

These guidelines apply to travel in-state and out-of-state.

If employees travel for training, they must agree to the following protocols:

1. Share event safety protocol information with Supervisor and Department Head when making a request.
2. Complete the Town’s travel form for Department and BMD authorization.
3. Comply with all safety protocols in place at the time of the training such as mask-wearing, social-distancing etc.
4. Follow HRD and ENT COVID testing and quarantining protocols.

Departments must provide the Policy Group a list of all approved training-related travel by the first of each month.

**Specific Expectations**

When considering training-related travel requests consider:

1. Is it mandatory this year or can it wait?
2. What safety protocols are in place during the training?

**For Optional Training:**

**For Mandatory Training:**

**Travel Request Form**

The Business Management Department has created a new travel form and a new submission process for all Town employees to use. The form is available in the [travel section of The Hive](https://thehive.townofchapelhill.org/services/bmd/travel/).

Also available on The Hive is an instructions document as well as a training video on using the new form and process. The new form is an Excel document, so anyone with Excel installed on their computer will be able to complete.

Any time a Town employee travels overnight for work, the form needs to be completed, printed out and the required signatures obtained and submitted to Accounts Payable in BMD along with the required backup documentation. The form also needs to be saved electronically to your department’s section of the [Travel folder on the network](file:///chfs/BMD_Forms/Travel).

Please reach out to accountspayable@townofchapelhill.org with any questions.