

To: Montgomery College Community

From: Dr. Monica Brown, Senior Vice President for Student Affairs
Dr. Sanjay Rai, Senior Vice President for Academic Affairs
Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

Subject: **Temporary Suspension of College Sponsored Travel for Employees and Students**

Date: March 12, 2020

As Dr. Pollard shared with the College community on Monday, we are actively monitoring the advice of the Montgomery County and Maryland State Departments of Health, the Centers for Disease Control and Prevention, regarding response to COVID-19 as well as the actions of other colleges and universities in the region. Out of an abundance of caution, all College-sponsored travel outside the State of Maryland will be suspended beginning Thursday, March 12 thru April 30. We are hopeful that some of the programs may be rescheduled at a later date. An update to this decision will be provided on or before April 17.

The suspension of College-sponsored travel includes employee and student travel. It includes professional development travel, business related travel, and alternative spring break programs for students.

If College funds are being used to pay for any portion of a trip, neither students nor employees may travel. Employees who have submitted Educational Assistance Program (EAP), please consult with the benefits team in the Office of Human Resources and Strategic Talent Management for more information: 240-567-5365. If an employee has used personal funds to make travel arrangements they will be reimbursed. Please contact Accounts Payable for guidance at 240-567-5335.

Students who have questions should consult with the faculty or staff sponsor of the travel program.

We realize many of our students and employees travel during spring break. Given the travel restrictions President Trump announced last evening, we advise employees and students to carefully consider any travel plans outside of the United States.