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**PRESIDENTIAL POLICY MEMORANDUM NO. 288**

**To:** All Virginia Tech Employees and Students  
**From:** Timothy D. Sands   
**Date:** November 4, 2014  
**Subject:** University Travel Policy Regarding Countries with CDC Travel Warnings

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Recommendation of the University  
Safety & Security Policy Committee: October 31, 2014  
Effective Date: Immediately  
Expiration: Indefinitely

Upon recommendation of the university's Safety and Security Policy Committee, this policy memorandum is issued to create a formal university travel policy related to travel to countries for which the Centers for Disease Control and Prevention (CDC) has issued a Warning Level 3 travel health notice.

Background:

In recent months, there has been considerable national and international dialogue about the Ebola virus and how to prevent its spread from West Africa to other parts of the world. Many members of Virginia Tech's community (faculty, staff, and students) travel across the globe to carry out the university's missions of teaching, research, and outreach. In addition, our campus serves as the educational home for several thousand undergraduate and graduate students from other lands. Therefore, it is incumbent upon the university to not only monitor conditions worldwide, but also to take proactive steps to limit our community's exposure to the Ebola virus.

Policy:

Effective immediately, employees and students on university business are prohibited from traveling to or from countries where the Centers for Disease Control and Prevention (CDC) has issued a Warning Level 3 travel health notice. This applies across the board to all aspects of university programming whether it be educational, research, or outreach. Special exceptions for essential travel may be considered under extraordinary circumstances; contact the Office of the Vice President for Outreach and International Affairs for information on the process for requesting a special exception.

Further, university departments that anticipate receiving anyone (students, guests, or visiting scholars) from a country for which the CDC has issued a Warning Level 3 travel health notice must inform the Office of the Vice President for Outreach and International Affairs in writing no less than 30 days prior to arrival.

Additionally, travel for personal reasons to countries under a CDC Warning Level 3 travel health notice is strongly discouraged.

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For further guidance regarding this policy, contact:

Office of the Vice President for Outreach and International Affairs  
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