



Updated May 15, 2020

Note: UNM Senior Leadership enacted these restrictions and announced them to campus via email on May 15, 2020. This announcement also extended the Limited Operations period on campus through May 31, 2020.

Restrictions to Travel and Business Food

Applies to UNM Main, HSC (excludes UNMH) & Branch Campuses

Due to the continued effects of the current COVID-19 pandemic, UNM is implementing new travel and food purchase restrictions for all faculty, staff, students and visitors for our Main, HSC (excluding UNMH) and Branch campuses, effective immediately. UNM Main, HSC & Branch campus travel and food expenditures are prohibited, other than the exceptions noted below.

Business Travel

Travel bookings for conferences, seminars, and other events during this restriction period must be canceled at this time. Travelers must attempt to obtain refunds directly from the applicable airline, conference provider or travel-related vendor. Many airlines and travel-related vendors are waiving fees for cancellations and changes. Employees may receive reimbursement for out-of-pocket travel costs paid with personal funds for trips that are now prohibited if the traveler is unable to obtain a refund from the travel vendor.

- For Main and Branch Campus, travel *may* be allowable for COVID-19-related research activity when specifically required for sponsored projects, or for athletic related activities/recruitment.
- For HSC, travel may be allowable for COVID-19-related research activity, clinical patient care (locums, residents, and direct patient care), such as resident or student away rotations, or when specifically required for sponsored projects.
- Any exception must be approved in writing, in advance, by the applicable Chancellor, Dean or VP.

Business Food/Meals

- UNM continues to restrict all in-person group gatherings such as meetings, conferences, luncheons and celebrations. Consequently, business food purchases and reimbursements are prohibited at this time.
- Food/meals *may* be allowable if related to COVID-19 research activity or specifically required for sponsored projects.
- Any exception must be approved in writing, in advance, by the applicable Chancellor, Dean or VP.