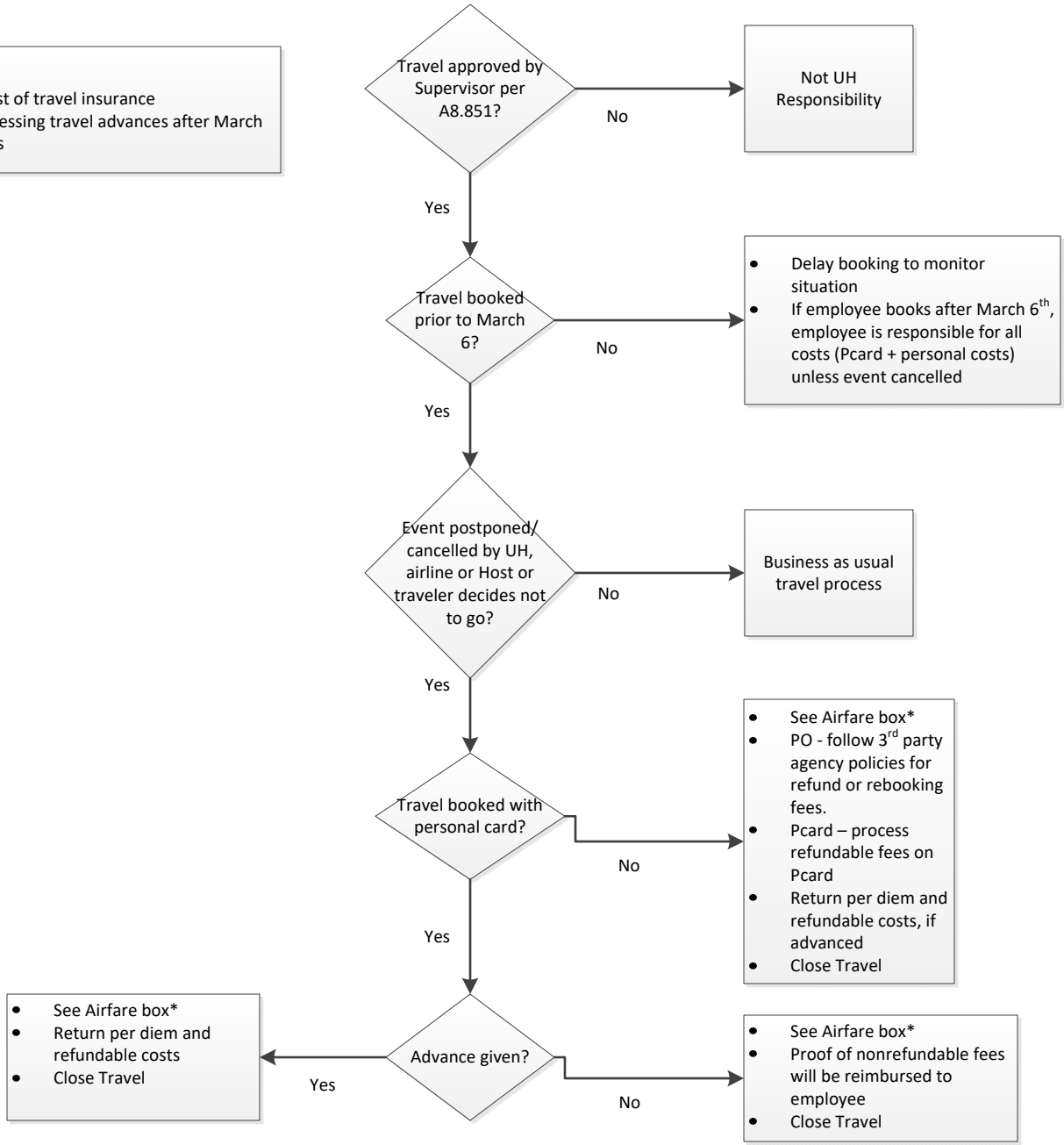


Exception Matrix due to COVID-19

- Travel Policies Apply
- UH will not cover cost of travel insurance
- Moratorium on processing travel advances after March 6, excluding Athletics



*AIRFARE

- Credit in Employee Name (usually good for 1 year)
- If used for future UH travel, UH will cover change fee and price difference upon new travel completion, adjusted for original business only portion (if personal time used)
- Notify department FA if used for personal travel



- UH covers all costs (cancellation fee + airfare)
- Credit in Employee Name (usually good for 1 year)
- Employee must use for future UH travel
- UH will cover change fee and price difference
- Notify department FA if used for personal travel and reimburse UH cost of credit
- UH to track and manage outstanding credits to be used for future UH travel