Temporary Policy Measures due to COVID-19

Mileage Limit During Travel
Due to safety concerns over using public transport, the mileage limit when using a personal car for travel has been temporarily increased to $1,000 from $500. This represents an approximate maximum round trip of 1,750 miles.

Supplies and Office Equipment
Purchases of supplies and office equipment must adhere to MSU Purchasing policies and guidelines. Where allowable, use of the MSU Pcard is encouraged - items may be shipped to a home address. University Stores is open, and orders can be placed through Spartan Marketplace. Pickup is available by selecting the In-Store Pickup checkbox in the Spartan Marketplace checkout.

Mileage from Home (Commuting) or Where Travel Begins
There is no change in policy regarding commuting or where travel begins. Commuting mileage is a personal expense, not an allowable expense for reimbursement. Reimbursement of travel mileage is from the point of employment to the destination. Working from home during COVID-19 is temporary, therefore an employee’s home is not the origination point (unless it is closer to the destination).

Internet/Mobile Communication
At a unit’s discretion, home internet connectivity and personal cell phone plans can be reimbursed as the unit deems necessary to continue business operations. While this exception can apply to any such cost the unit determines is necessary, the spirit of this exception is to temporarily reimburse for incremental upgrades, for example, an upgrade to a higher data plan on a personal cell phone contract.

No additional forms need be completed, and no tracking is deemed necessary under this exception. These exception reimbursements are to be processed on a Disbursement Voucher, with receipts, and using COVID19 as the Project Code.

COVID-19 Trip Cancellation/Interruption Insurance
All MSU faculty, staff, sponsored guests, and graduate students who are approved for essential international travel are advised to purchase Worldwide Trip Protector with Trip Cancellation and Interruption benefits through Gallagher Insurance. The cost of insurance attributable to the MSU traveler is reimbursable with non-grant funds or grant funds, if allowable. These costs may include trip interruption, testing, quarantine, and other related expenses.

MAUs should be aware that they may bear increased costs for travelers who do not procure supplemental trip cancellation/interruption insurance. Therefore, it is strongly advised that MAUs incur the extra cost to purchase Worldwide Trip Protector for all MSU faculty, staff, sponsored guests and graduate students on essential international travel. Note: MAUs may choose to require that international travelers within their unit purchase Worldwide Trip Protector. For more information, visit the Office for Global Health, Safety and Security website.

On Campus Parking
Employees must continue to pay for their own parking if complimentary spaces are not available.