

MEMORANDUM

TO: All TTUHSC Faculty, Staff, and Students

FROM: Lori Rice-Spearman Ph.D., Interim President

DATE: March 09, 2020

SUBJECT: University-Related Travel

Please be advised that effective immediately, Texas Tech University Health Sciences Center (TTUHSC) has suspended all international travel for students, faculty and staff through April 30, 2020, for university-related travel. Additionally, we have advised that domestic travel only be approved if the travel is considered mission-critical to the health and/or welfare of the university and its activities. Under this guidance, we have requested that all travelers cancel impacted trips and seek reimbursement for applicable costs incurred.

Thank you for your assistance.