

INTERNAL MEMO

TO: Division and Department Heads

FROM: Michael W. Maier
Chief Operating Officer

DATE: 22 June 2021

SUBJECT: BUSINESS TRAVEL DURING MEDICAL CONDITION 4

Business travel during Medical Condition (MEDCON) 4 remains limited to trips which meet all of the following criteria: (1) of a time critical nature, (2) essential to the mission of Jefferson Lab, and (3) where there are no virtual means to accomplish the travel objective.

All travel requires advance approval by the Office of Science Deputy Director for Field Operations in addition to the internal approvals required per Jefferson Lab travel policy.

To request approval for business travel division or department heads must complete a justification using the attached DOE provided template at least three weeks before the planned start of travel.

The justification must thoroughly explain why the proposed trip is essential, cannot be deferred to a later date, and cannot be accomplished virtually. The attached template provides an example of a well-justified travel request.

Completed travel justifications must be emailed to Jennifer Logan, Business and Finance Director. Jennifer will review the justification to verify it meets the threshold for submission to the DOE. Justifications that meet this threshold will be forwarded to the Site Office for their review and then to the Office of Science for approval. The Office of Science batch processes travel requests from all labs weekly so we have agreed to submit our requests to the Site Office by COB each Friday.

Out of respect for our Site Office and in keeping with the DOE's goal of managing the risk to lab employees we will not send inadequately justified travel requests to the Site Office in hopes they will imagine the importance of travel. Jennifer will return justifications that do not meet the threshold to the originator for improvement or withdrawal. I will resolve any internal differences of opinion about justification adequacy.

Once travel is approved by the DOE Jennifer will notify the requesting division or department head they can proceed with internal authorization and arrangements in accordance with the Jefferson Lab Travel Policy and Manual. Travelers or Travel Coordinators will also be required to attach DOE's email approval of the travel to their Travel Authorization as a record of DOE's advanced approval until DOE travel restrictions are lifted.

I am optimistic this DOE approval requirement is temporary and we will be cleared for internal approval of domestic travel soon.

Attachment: Travel Approval Template