



Dear UCC Campus Community,

On Thursday, March 12, Oregon Governor Kate Brown [issued an executive order](#) aimed to slow the spread of COVID-19 in Oregon. Part of the order included guidance for schools and employers related to non-essential travel (internationally, out-of-state, and in-state).

Based on the guidance, UCC has chosen to cancel non-essential college-related travel through April 10, 2020. Affinity group and state meetings travel are considered non-essential at this time. Attendance via Zoom (and other online communications methods) are preferred. Any essential travel would be related to compliance and accreditation (program and institutional), and requires supervisor and SLT-member approval.

For travel that has already been approved and reserved between now and April 10, 2020, cancel all reservations immediately (hotel, transportation, airfare, etc.). For non-refundable airline tickets, please ask the airline to issue a credit voucher. Many airlines are currently offering this as an option for customers. Any vouchers that are issued must be returned to UCC's Office of Business Services, where they will be held for future use.

If you have any questions, please contact your supervisor or UCC's Chief Financial Officer Natalya Brown.

Thank you,

Tiffany Coleman
Chief Advancement Officer &
Executive Director, UCC Foundation
Office: (541) 440-7809
Email: Tiffany.Coleman@umpqua.edu

