

Guidelines for Suspension of Non-Essential Travel

March 11, 2020

The National League of Cities is committed to protecting the health and safety of our team members. Our goal in limiting upcoming travel to essential activities only, as described below, is to reduce the risk that an NLC staff member will contract or inadvertently contribute to the spread of the Coronavirus. The situation is rapidly evolving in the U.S., making it difficult to predict where employees may be exposed to increased risk.

Effective immediately and until further notice,

1. Discontinue making travel reservations and incurring expenses associated with all non-essential business travel.
2. Cancel non-essential business travel that is scheduled to occur between March 12 and April 30, paying close attention to cancellation deadlines to ensure the maximum possible refund or credit.
3. Cancel all NLC-related international travel through April 30.

All NLC travel occurring after today (March 11) must be approved in advance by a member of the Senior Executive Team, in keeping with the following guidelines regarding essential travel.

What is essential travel?

- An NLC sponsored event at which you have responsibility
- A meeting or event that you are attending in an official capacity, such as speaking or representing NLC, which you're not able to substitute with remote participation
- A commitment for which your cancellation would reflect negatively on NLC
- In general, large gatherings (50+ attendees) should be recognized as presenting more risk than small meetings.

Guidelines for handling cancellations, refunds and credits

We rely on everyone to make thoughtful, timely and prudent decisions as you change your plans. Please pay close attention to cancellation deadlines, which can vary significantly, to ensure the maximum possible refund or credit. Carry out your cancellation activities in close coordination with your supervisor.

If you booked travel or incurred other expenses on Concur (preferred method) or on an NLC American Express account...

- A cancellation resulting in a refund will automatically be repaid to NLC.
- If you receive an airline, train or other credit, notify your supervisor and finance@nlc.org that you have a credit. Include the amount and expiration date, if any. When the credit is redeemed, provide your supervisor and Finance with a copy of the new itinerary. Credits may be redeemed for official NLC business only.

If you booked travel or incurred other expenses on a personal account...

- If you receive a refund when you already requested or received reimbursement from NLC, notify your supervisor and finance@nlc.org by providing a copy of the cancellation receipt. Finance will send you an invoice to reimburse NLC, which may be paid by check or credit card.
- If you receive a credit, notify your supervisor and finance@nlc.org that you have an airline, train or other credit. Include the amount and expiration date, if any. When the credit is redeemed, provide your supervisor and Finance with a copy of the new itinerary. Credits may be redeemed for official NLC business only.

A note about the NLC office and personal travel

NLC is not currently asking staff members to modify personal travel or vacation plans. However, staff members and others are not permitted to enter the NLC office or the City-County Leadership Center for 14 days after:

- Visiting a Level 2 or 3 location (currently China, Iran, South Korea, Italy and Japan),
- Visiting another affected area where there is widespread transmission, as reported by the CDC and based on reasonable judgment, or
- Contact with an infected individual.

For updated COVID-19 travel risk information and guidelines, see <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

Employees in this situation may be permitted telework, subject to the ability of work to be completed remotely and with advance approval by your supervisor. Employees who self-quarantine may be eligible for FMLA.

We ask you to self-report pertinent information associated with your personal travel or other potential exposure risks to Talent Management at hr@nlc.org. The information you report will remain confidential, and NLC will respond accordingly to reduce the risk of transmission.