

From: Stacey S. Francis
To: [RSP - Pre-Award](#)
Subject: Travel Prohibitions
Date: Wednesday, April 8, 2020 6:29:11 PM

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

Valued Subcontractor/Supplier:

Crowded travel settings, like airports, may increase chances of contracting COVID-19. Accordingly, the Executive Office of the President, Office of Management and Budget, as well as the Department of Energy has restricted official business travel (domestic as well as foreign) to mission critical only (with an extremely high bar).

In keeping with this vital COVID-19 mitigation measure and until further notice, effective immediately, BEA hereby directs you to suspend all non-mission critical travel to be performed under your BEA subcontract(s). Should you believe planned subcontractor travel is truly mission critical, please provide a detailed justification as soon as possible but in advance of incurring any costs or obligations, to the cognizant BEA Contract/Procurement Specialist as identified within your contract(s). If approved, you will receive formal written consent to deviate from this travel prohibition from the cognizant Contract/Procurement Specialist.

BEA appreciates your cooperation and collaboration as we all work to create and maintain a safe work environment.

Should you have any questions, please contact the cognizant BEA Contract/Procurement specialist or Robert Crowton, Manager Acquisition Management at Robert.Crowton@inl.gov.