



Shaping Tomorrow's
Built Environment Today

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2021-22 Distinguished Lecturer (DL) Travel Policy

To ensure a smooth transition as travel opens up following the COVID pandemic, ASHRAE's Executive Committee (ExCom) provides the following guidance for the DL Program.

1. DLs, Chapters, and Regions must comply with Public Health Guidance from ASHRAE's Epidemic Task Force: Follow all regulatory and statutory requirements and recommendations for social distancing, wearing of masks and other PPE, administrative measures, circulation of occupants, reduced occupancy, hygiene, and sanitation. [core-recommendations-for-reducing-airborne-infectious-aerosol-exposure.pdf \(ashrae.org\)](#)
2. Whether a DL presentation will be face-to-face or virtual will be a mutual decision between the Chapter and the DL. DLs will be asked to execute a waiver that must be signed and return in order to be eligible for face-to-face presentations.
3. We encourage all DLs travelling to be fully vaccinated. Please note that while travelling internationally, the airline and/or arriving country may also have their own vaccination requirements. Some countries may be specific on what type of vaccine is accepted. It will be the responsibility of the DL and local Chapter to confirm any specific local or airline rules.
4. If a COVID-19 test is required as a part of the travel process, ASHRAE will cover the cost of that test. Please be sure to retain any receipts.
5. The DL travel insurance coverage remains the same. Please note that the policy typically covers hospitalization costs, but will not cover any cost related to quarantine (cost of room and board, flight cancellation fees, loss of revenues, etc.) at any point during the DL visit.
 - a. If quarantine is required at the location of the host Chapter, the host Chapter is expected to arrange and pay for room and board for the DL.
 - b. We encourage all DLs to read the *Society Insurance terms and conditions* and make sure they are fully aware of the provided (and limited) coverage offered by the Society.
6. If a DL needs to cancel travel arrangements, Society will not reimburse these costs. Society will only process reimbursements if the DL presentation does take place. DLs should note that if airfare is purchased through ASHRAE's travel agency (ATC), then cancelled flights may be credited for future flights for that DL. If a DL purchases a flight on their own, then any cancellation fees will be the responsibility of the DL, not the Society. Using ATC is voluntary, but strongly encouraged.