



March 26, 2020

Attn: Shelley Scallan, [sscallan@uci.edu](mailto:sscallan@uci.edu)  
University of California – Irvine  
Office of Research Administration  
141 Innovation Dr, Suite 250  
Irvine, CA 92697-7600

Dear Shelley:

**CONTRACT NO. 503235 – TRAVEL SUSPENSION**

The novel coronavirus disease (COVID-19) continues to spread domestically and internationally, with sustained transmissions in China, South Korea, Italy, and Iran, and increasing cases in the U.S. and worldwide. On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic. On March 13, 2020, President Donald Trump declared a “national emergency” concerning the COVID-19 outbreak.

Due to this rapidly evolving COVID-19 situation, and out of an abundance of caution for the health and safety of our collective workforce at the Pacific Northwest National Laboratory (PNNL), the U.S. Department of Energy has directed Battelle to suspend any and all travel associated with PNNL subcontracts. Accordingly, you (the “Contractor”) are hereby ordered, effective March 25, 2020, to temporarily suspend all travel associated with the subject Contract. As necessary, the Contractor is further directed to work with any airline, hotel and rental car agency, or other firms as applicable, to properly cancel any travel that has already been booked in order to receive a potential refund or credit.

The Contractor shall immediately comply with this travel suspension and take all reasonable steps to minimize the incurrence of additional costs associated with travel cancellations and booking fees. The Contractor will be notified, in writing, by the Battelle Contract Specialist of any changes to this travel suspension, including a formal notification when this suspension is lifted.

Battelle appreciates your cooperation in observing this critical safety measure during this time. Should you have any questions, please do not hesitate to contact me directly.

Respectfully,

Bryan M. Colley  
Contract Specialist, Battelle