

**From:** [travel](#)  
**Subject:** Update on Travel Status  
**Date:** Friday, March 13, 2020 4:19:39 PM  
**Importance:** High

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Good afternoon,

In following with guidance received from the Chief Financial Officer, please make arrangements to return home as soon as reasonably possible. Please contact Travel Inc at (770)291-5190 and they can assist in your travel arrangements.

If your travel was previously cancelled, no additional action is needed.

If you have specific questions, please contact the travel hotline, 470-578-4394 or reply to this email.

In the meantime, we hope you have safe travels!

With regards,



**KSU Travel Team**  
Office of Fiscal Services

p: [470-578-4394](tel:470-578-4394)

e: [travel@kennesaw.edu](mailto:travel@kennesaw.edu)

w: <https://fiscalservices.kennesaw.edu/travel/>