

Travel Reimbursement Related to Cancelled Trips

The coronavirus (COVID-19) threat has caused some trips and conferences to be cancelled.

The following is to provide clarification related to those cancellations.

For approved trips and conferences that are cancelled due to COVID-19, the university expects the employee to mitigate expenses associated with the trip. University employees are expected to:

- Cancel hotel, airline and rental car reservations and secure refunds to the extent possible.
- Cancel registration fee for seminars. If registration fees are not refunded and the seminar will be conducted online, participation in the online program is required.
- For approved trips and conferences, any costs that cannot be refunded or eliminated can be submitted for reimbursement on the Travel Expense Report. Documentation reflecting the cancellation and amounts paid must be provided. Reimbursement will not exceed the original allocation that was approved for the trip.
- If the airline issues a credit voucher for a canceled trip, when the credit voucher is used for university travel, the university will be responsible for any fare differences as well as the penalty fee for the cancellation.
- If the airline credit voucher cannot be used in time for university travel, the employee can use the voucher for personal travel by reimbursing the university for the cost of the personal trip.

Any questions should be directed to Financial Services: 836-4232 or 836-4557.