PROCEDURE

PRO – U5348.10E REPORTING AND RECONCILING TRAVEL EXPENSES ASSOCIATED WITH CANCELLATIONS DUE TO THE NOVEL CORONAVIRUS/COVID-19

When expenses were purchased using the Traveler’s personal credit card (including Corporate Travel Card):

**Action by:**

Traveler 1. Upon cancellation, **notifies** Supervisor and Budget Authority.

2. Contacts vendors (airlines, hotels, rental car agencies, conference sponsors, etc.) to request refunds.
   a) If refunded in full, **attaches** documentation to Travel Authorization.
   b) If credit for general use is issued, **surrenders** credit to department and provides documentation to the Budget Authority.
   c) If Traveler is specifically named on the credit voucher:
      i. **May elect** to retain credit voucher for personal use (example: airfare) and not be reimbursed by the University.
      OR
      ii. **Surrenders** credit to the department and provides documentation of personal credit voucher to the Budget Authority. Credit vouchers may be used for University Business Travel only.

3. **Requests** reimbursement following the *Reporting and Reconciling Travel Expenses* procedures (PRO-U5348.10B). Change/transfer/cancellation fees and other non-refundable expenses may be reimbursed if and when incurred.
PRO Procedure

Action by: Action:

Budget Authority

4. Maintains record of available credit vouchers, expiration dates and tracks use.

5. Provides copies to Travel Services.

Traveler

6. When using credit voucher for future travel, applies credit to their University Business Travel and attaches documentation to the expense report.

When expenses were purchased with University PCard/OneCard (including Departmental Travel Card):

Action by: Action:

Traveler

1. Upon cancellation, notifies Supervisor, Budget Authority and Cardholder.

2. Contacts vendors (airlines, hotels, rental car agencies, conference sponsors, etc.) to request refund(s).
   a) If refunded in full, attaches documentation to Travel Authorization.

   b) If credit for general use is issued, surrenders credit to department and provides documentation to the Budget Authority.

   c) If Traveler is specifically named on the credit voucher, surrenders credit to the department and provides documentation of personal credit voucher to the Budget Authority. Credit vouchers may be used for University Business Travel only.

Budget Authority

3. Maintains record of available credit vouchers, expiration dates and tracks use.

4. Provides copies to Travel Services.

Traveler

5. When using credit voucher for future travel, applies credit to their University business travel.

6. Attaches documentation to the expense report.