

PROCEDURE

Effective Date: March 23, 2020

Approved By: Pete Heilgeist, Director of Business Services

Authority: [POL-U5348.10](#)

See Also: PRO-U5348.10B Reporting and Reconciling Travel Expenses Procedures

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:Action:

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.

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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.