The following steps should be taken if domestic or international travel is cancelled due to COVID-19:

1. Cancel all travel through the same method in which it was booked. If Short’s Travel was utilized to book, please work with them to cancel. If travel was booked through another agent i.e. Orbitz, Expedia, Hotels.com please follow their procedures for cancellation. If travel was booked directly through the hotel or car rental agency, please work with them for cancellation. Conference/registrations should be cancelled in the same manner they were purchased.

2. When cancelling, a full refund should be requested, unless you are rebooking the trip for a future date. However, please use caution if rebooking as there is no guarantee of when travel can occur.

3. Please request documentation of any refunds, credits and cancellation fees. If any of the above are non-refundable, request documentation of cancellation policy or correspondence of the same.

4. All expenses/credits related to cancelled travel will need to be processed on an Expense Report. **A business purpose “Cancelled due to COVID-19” has been created** to identify these transactions and should be selected from the drop down when creating the ER. All documentation should be attached to the ER prior to submission.

5. Do not submit Expense Report until all cancellation fees or anticipated refunds have posted to the MyWallet or to the personal credit card used.

Fund 500 - please request approval from funding agent or OSP prior to utilizing these funds as these expenses may not be allowed on the grant.

We are preparing a list of questions which will help the traveler gather the pertinent information necessary for the preparation of the Expense Report for the cancelled travel.

For questions please contact the Travel Office - Kevin Caswell 874-4015, Grace Wyld 874-6927