




Finance and Administrative Services
University Accounting Services

MEMO

Date: March 12, 2020

To: Campus Community

From: Michelle Cardona, Director/Controller
University Accounting Services 

Subject: REVISED: Procedures to Request Reimbursement of Employee and Student State-Funded Canceled Travel

For employees and students who need to seek reimbursement for state funded travel expenses incurred on business related travel that has been canceled, please follow the below procedures:

1. The traveler must make every effort to cancel/change any travel reservations and seek a refund for any advance payments; including amounts paid directly to vendors via a Direct Pay or charged to the Individual or Departmental Corporate Travel Credit Cards.
2. If a traveler cannot obtain a refund for out-of-pocket travel costs booked in advance, such as airfare, hotel and registration, the traveler can submit an Expense Report in Concur to request reimbursement. Out-of-pocket costs booked in advance where the traveler is not issued a credit or voucher for future use, the traveler will be reimbursed 100% of the cost.
3. If the traveler is issued a credit from the vendor for future travel, such as an airline credit or voucher, the amount currently being reimbursed to the traveler will be treated as a travel advance. The advance will be applied to the traveler's future business travel. Any credits/vouchers received for airfare must be applied to the cost of a future business-related airline ticket. The traveler's department budget will not be charged for the travel advance at this time. Department budget will be charged once the travel advance is applied to future business travel.
4. Documentation supporting the cancellation of the trip must be included in the travelers Expense Report. (i.e. communication from event host of cancellation, email from CPP regarding suspension of travel, etc.)
5. The traveler must submit documentation to support the initial purchase and the subsequent attempt to cancel.
6. Any fees incurred as a result of the cancellation will be covered if the cancellation/change is work related or due to unforeseen circumstances out of the control of the traveler. (i.e. the event host canceling the event would be out of the traveler's control, as well as suspension of all travel by the CSU.) Fees incurred will be recorded to the department budget that is funding the state travel.
7. The traveler must submit documentation to support the fees incurred. This can include, but is not limited to, an itemized receipt, email communication, copy of bank or credit card statement showing the charge, etc.

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8. Travelers should follow normal procedures, as outlined on the [Concur](#) website, to create and submit their Expense Report to request reimbursement. Please document that the trip has been cancelled by inputting "Trip has been canceled" in the Comment Field on the Report Header.

Advance Payments Charged to Corporate Travel Credit Cards

1. Procedures for the cancellation of travel arrangements charged to the Corporate Travel Credit Cards are outlined in the card procedures as follows:
 - a. Page 5, Section VI of the Corporate Departmental Travel Card Procedures
 - b. Page 4, Section V of the Corporate Individual Travel Card Procedures

Corporate Travel Credit Card procedures are located on the [US Bank Corporate Travel Card Program](#) website, under "Corporate Travel Card Procedures".

2. If the traveler is issued a voucher for future travel instead of a refund to the credit card, such as an airline credit or voucher, the initial charge will be treated as a travel advance and will be applied to the traveler's future business travel. Any credits/vouchers received for airfare must be applied to the cost of a future business-related airline ticket. The traveler's department budget will not be charged for the travel advance at this time. Department budget will be charged once the travel advance is applied to future business travel.
3. Notify Bridget Skvarna at bmskvarna@cpp.edu if a refund cannot be obtained on Corporate Travel Credit Card charges.
4. Documentation supporting the cancellation of the trip must be included in the travelers Expense Report. (i.e. communication from event host of cancellation, email from CPP regarding suspension of travel, etc.)
5. The cardholder must submit documentation to support the initial purchase and the subsequent attempt to cancel in their monthly reconciliation.
6. Any fees incurred as a result of the cancellation will be covered if the cancellation/change is work related or due to unforeseen circumstances out of the control of the traveler. (i.e. the event host canceling the event would be out of the traveler's control, as well as suspension of all travel by the CSU.) Fees incurred will be recorded to the department budget that is funding the state travel.
7. The cardholder must submit documentation in their monthly reconciliation to support the fees incurred. This can include, but is not limited to, an itemized receipt, email communication, etc.

If you have any questions regarding the above procedures, please contact travel@cpp.edu. A staff member from University Accounting Services will contact you to address your question.

Thank you.