

April 17, 2020

Airfare Reimbursements

The university will not reimburse cancelled airline tickets that were purchased with a personal credit card. Those airline tickets that were cancelled due to the COVID-19 crisis will need to be held for future use by the traveler.

As noted within the [university-wide travel policy](#), *“The cost of a cancelled ticket purchased outside of the University-contracted travel management company will be the sole responsibility of the Traveler and will not be paid for or reimbursed by the University.”*

Links to the four major airlines (American, Delta, Southwest, and United) with updates on their ticket waiver policies can be found on the Fox World Travel news tile in Firefly.

Employees may sign up for the university’s travel listserv to receive up-to-date travel information [here](#).
