

## **Travel Arrangements Cancellation due to the Coronavirus-19**

Many conference organizations are taking precautionary measures and cancelling conferences, within the United States, due to the concerns over the Coronavirus. In addition, many travelers are not comfortable traveling during this public health situation. Below are the guidelines we suggest.

### **Conference Organization Host is cancelling the conference**

- Contact the conference organizer. They should give you direction on how to obtain a refund of your conference fees.
- Contact our travel management agency, [Fox World Travel](#). Fox Travel will help you with the cancellation of your flight and/or hotel arrangements.
- Fox Travel will advise if the airline has issued a cancellation waiver for your destination. Most waivers only cover the change fee and are for a specific date range.
- If you do not have plans to travel to the same destination that is affected by the waiver, Fox Travel will hold your ticket for future use. All airline change fees will be assessed.
- If there is not a cancellation waiver, your unused airline ticket will go into your travel profile, within Concur, for future use. All airline change fees will be assessed once you use the ticket. Airline tickets are valid for one year from the date of issue.

### **Voluntarily cancelling your individual business travel plans**

- If you incur any out of pocket costs associated with voluntarily cancelling your business travel plans, complete an expense report in the Concur application for reimbursement.
- If you have reimbursement questions, please reach out to your [campus Accounts Payable/Payment Services office](#).
- If you have group/study abroad reservations that were organized with Travel & Transport, before 2/1/20, Travel and Transport will handle the cancellation of those reservations. This is only for Group Travel.

The Travel Office recommends you do your research before investing in trip cancellation insurance. Most policies exclude epidemics and pandemic events as reason to cancel your travel plans.

We will continue to reevaluate this recommendation as conditions regarding the COVID-19 change.

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