In response to COVID-19 concerns, an abundance of conferences and travel plans are being cancelled. If a traveler pre-paid for business travel arrangements with a personal credit card and could not get a refund or credit, follow the instructions below to submit an expense report for reimbursement. All expenses will be reviewed for eligibility of reimbursement.

- Complete an expense report from the approved request.
- Enter start and end dates as the date the decision was made to cancel the trip (date event cancelled).
- If available, attach the cancellation announcement from the event.
- Attach documentation of denied refund or credit.
- Enter COVID-19 in both the User Defined field and the Comments To/From Approvers/Processors field.
- For lodging, use the Lodging/Conference Rate expense type.
- If meal(s) were pre-paid for the event (e.g., with a conference registration), use the Groceries (in lieu of meal) expense type. Attach proof of payment and registration information showing that the meal was an extra charge at pre-registration time.

Report header example:

Expense type example:

More information regarding travel arrangements cancelled due to COVID-19 can be found here.