



Travel Information Meeting – COVID-19

March 2020

Change/Cancellation of Travel Plans

➤ Reimbursable reasons:

- UW business
- Cancelled conference/meeting
- Airline cancelled flight (replacement fare must be used for future UW business trip or surrendered to the department)
- Unexpected death of a family member
- Traveler's own unexpected illness which kept them from taking the business trip or continuing the trip as planned and is not due to the traveler's own misconduct/negligence
- The department has made the determination that if the travel were to take place, the health and safety of the traveler would be at risk (refer to department section in policy accountability). In Ariba, select UW business and provide information.

Refunds/Vouchers/Credits

- **Traveler must attempt to receive full or partial refund and/or other credits/vouchers/certificates the vendor may offer. Any refunds they receive must be refunded to the department. Any credits/vouchers must also be surrendered to the department or be used for future business.**
- **If a credit/voucher cannot be used for future UW business or surrendered to the department, the credit is forfeited as it is not allowed for personal use. This would be a very high audit risk as it would link University funding to a personal vacation.**

Refunds/Vouchers/Credits Continued...

- **It is important to notify the traveler that even though it can't be used for business, this does not allow it to be used for personal use**
 - **Example notice will be added to our home page in the important recent updates section:
<https://finance.uw.edu/travel/>**
- **If the traveler received a reimbursement from UW and a credit from the airline and wants to use the credit for personal use, the traveler can refund the university the original reimbursement amount**
 - **ADVISORY NOTICE: the refund must match the original reimbursement/fare amount, not the amount of the credit, as the credit issued might be less than the original reimbursement value of the ticket.**

Refunds/Vouchers/Credits Continued...

- **If the traveler has not received reimbursement but received an airfare credit, they can elect to not receive a reimbursement and keep the credit for personal use**

Example 1

Traveler purchased \$500 airfare ticket. Airline gave traveler \$100 refund and \$400 voucher (to be used for future UW business). This traveler meets the change/cancellation of travel plans policy.

- **Scenario 1 – Traveler has not been reimbursed yet:**
 - **\$400 is reimbursable to traveler**
- **Scenario 2 – Traveler has been reimbursed already and agrees to use voucher for future UW business and will not use voucher for personal use:**
 - **\$100 check written from traveler to department due to airline refund**
 - **Expense report documented with cash transmittal and supporting documentation such as airline voucher confirmation for audit purposes**
 - **Traveler surrenders voucher to department and ticket will be used at a later time**
- **Scenario 3 – Traveler has been reimbursed already and wants to use voucher for personal use:**
 - **\$500 check written from traveler to department to pay back original reimbursement/fare.**
 - **Expense report documented with cash transmittal and supporting documentation such as airline voucher confirmation for audit purposes**

Example 2

Traveler purchased \$300 airfare ticket. Airline gave no refund and issued a \$300 voucher. This traveler meets the change/cancellation of travel plans policy.

- **Scenario 1 – Traveler has not been reimbursed and there will not be future UW business:**
 - **\$300 is reimbursable to traveler**
 - **Traveler surrenders voucher to department and ticket will be forfeited**
- **Scenario 2 – Traveler has been reimbursed and there will not be future UW business:**
 - **Traveler surrenders voucher to department and ticket will be forfeited**
- **Scenario 3 – Traveler has not been reimbursed and credit can be used for future UW business:**
 - **\$300 is reimbursable to traveler**
 - **Traveler surrenders voucher to department and ticket will be used at a later time**
- **Scenario 4 – Traveler has been reimbursed and credit can be used for future UW business:**
 - **Traveler surrenders voucher to department and ticket will be used at a later time**

Refundable Fares

- **Due to the global and domestic impact, there has been a surge in changes to travel plans. Normally fully refundable/changeable fares are avoided due to high costs, but departments may want to consider purchasing these types of fares if there is a high chance of cancellation/change.**
- **Keep in mind that we have fully refundable airfare options through the Alaska state contract, more information can be found here:**
 - **<https://finance.uw.edu/travel/airfare#statecontractfares>**

Federal Awards

- **Federal awards** restrict airfare purchases to refundable tickets and thus, unused non-refundable airfare may not be charged to a federal award in any circumstances. See the PAFC webpage for more information.
 - https://finance.uw.edu/pafc/Travel_COVID-19

Provost Office – International Travel

- **The Provost Office has restricted all official UW travel outside the United States until further notice**
 - **<https://finance.uw.edu/travel/sites/default/files/Travel%20restriction%20Provost.pdf>**

Study Abroad

- **Please note that travel expenses (e.g. visas, flights) incurred by students studying abroad, in general, are not reimbursable.**
- **For questions about restrictions on UW student travel outside the U.S., please consult:**
 - **<https://www.washington.edu/studyabroad/coronavirus/> - please direct any questions to – studyabroad@uw.edu – 206.221.4404**

UW Community Engagement

- **The following link has more information on how the UW community can help and ways to stay engaged**
- **<https://www.washington.edu/together/>**



Thanks!

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