

In response to COVID-19 concerns, an abundance of conferences and travel plans have been 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. *Note: the university [will not reimburse cancelled airline tickets purchased with a personal credit card.](#)*

- 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:**

Create a New Expense Report

Report Header

Policy: Travel | Report Name: San Diego HR Conference | Report/Trip Purpose: Conference Attendee

Trip Type: Domestic | Does this trip include personal travel?: No | Personal Dates of Travel:

Report/Trip Business Start Date: 03/11/2020 | Departure Time: 8:00am | Report/Trip Business End Date: 03/11/2020 | Arrival Time: 5:00pm

Cost Object Type: (CC) Cost Center | Cost Object: (2105120001) English | User Defined: COVID-19 | Personnel Area: UNCA

Employee ID: cttraveler2

Reason/Business Purpose: HR Conference | Comments To/From Approvers/Processors: Cancelled due to COVID-19

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
San Diego HR Conference	9REL	No	\$3,055.00	\$3,055.00	\$3,055.00

Next >> Cancel

**Expense type example:**

San Diego HR Conference

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses | Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
03/11/2020	Lodging/Conference Rate Hilton Hotels, San Diego, California	\$384.12	\$384.12
03/11/2020	Groceries (in lieu of meal) Hilton Hotels, San Diego, California	\$150.00	\$150.00
<b>TOTAL AMOUNT</b>		<b>\$534.12</b>	<b>TOTAL REQUESTED</b>
			<b>\$534.12</b>

More information regarding travel arrangements cancelled due to COVID-19 can be found [here](#).