


Use this guide to process cancelled business travel expenses due to COVID-19 in Chrome River for faculty, staff, students and non-employees on business travel for Virginia Tech.

Study Abroad travel for students returning from cancelled programs or for health and safety concerns will be processed in conjunction with the Global Education Office.

The following guide is for the main expenses associated with cancellation of business travel. These are generally pre-paid expenses by the employee for which a refund or credit wasn't available. In order to track all of the cancelled expenses, we are requiring the use of the **COVID** activity code be used for each expense. If the traveler incurred other travel related expenses not addressed below, include the expense on the report along with receipts and additional information pertaining to the expense.

The guide will provide information regarding the expense as well as documentation requirements needed to process the expense report.

Non-refundable economy class airline tickets generally allow a credit to be issued to the traveler for the unused portion of the airline ticket. The credit can be used for future business travel up to one (1) year from the date of purchase. The credit should not be used for personal travel. If the credit is used for personal travel, the traveler should reimburse the University for the amount of the airline ticket.

 Airfare	
Date	03/10/2020
Amount	500.00 USD
Description	Enter a description as to why the flight was cancelled (ie. conference cancelled)
Airline	Delta
Class	Economy/Coach
To / From	ROA MCO
Ticket Number	
Activity Code	COVID Cancellation Travel Exp - COV... Use COVID activity code so that the expenses can be tracked
Allocation	

Documentation Requirements:

- (1) Original airline itinerary including price information
- (2) Information pertaining to any cancellation fee
- (3) Information pertaining to any credit received
- (4) Information pertaining to any rebooked flight




Registration Fees

Date	03/10/2020
Amount	800.00 USD
Description	Enter a description for the expense
Type	Non Technology
Activity Code	COVID Cancellation Travel Exp - COV... Use COVID activity code so the expense can be tracked
Allocation	

Documentation Requirements:

- (1) Copy of registration receipt
- (2) Copy of cancellation policy
- (3) If a prorated refund was received, only request reimbursement for the non-refundable portion of the expense.

 Hotel	154.00	0.00
Date	03/10/2020	
Allowable Total	1,530.00 USD	Show Details
Amount	154.00 USD	
Description	Hotel cancellation fee for one night of lodging	Enter a description for the expense
Check In	03/11/2020	
Check Out	03/16/2020	
Merchant	Marriott Hotels	
Hotel Justification	Conference Hotel	
Student Lodging Included?	No	
Activity Code	COVID Cancellation Travel Exp - COV...	Use COVID activity code

Documentation Requirements:

- (1) Receipt with payment information
- (2) Cancellation policy
- (3) If hotel room is in someone's name other than the traveler, proof of payment is needed.