



Reimbursements for Canceled Travel Related to Novel Coronavirus (COVID-19)

The following communication outlines guidance on how charges, refunds, and voucher/credits related to travel are to be processed within the Financial Management System when an employee no longer needs to travel due to a cancellation resulting from the Novel Coronavirus.

When at all possible, it is recommended that employees take a full refund for any travel-related purchases rather than taking a voucher to be used at a later date.

Additionally, when processing travel related expenses (including cancellations) associated with the Novel Coronavirus, please use the new program code COVID-19 (0504).

This will help UW track at an institutional level the impact of this on our campus resources. Do not complete expenditure corrections on travel transactions previously processed without this program code.

Highlights:

- The University will reimburse travel-related charges, such as change fees, and cancellation fees for hotels, rental cars, and airlines for reservations that were booked before March 17, 2020. Please code any travel-related charges to the chart string that would normally have been used for the transaction (including grants) had COVID-19 not occurred.
- Beginning March 17th, any travel expense related to the COVID-19 pandemic that needs to be processed in the Financial Management System (WyoCloud), should be coded using the program code 0504 – COVID-19 .
- Employees are discouraged from booking new travel reservations for travel between May 16th through June 30th at this time.
- All university funded/reimbursable travel is suspended through May 15th, unless it is mission-critical and the employee has been granted approval from their Vice President (VP).

Documentation of the VP's approval (i.e., an email) will need to be attached to any expense report for travel occurring between March 17th through May 15th, 2020.

- For questions regarding reimbursements in general, please contact accounts-payable@uwyo.edu
- For p-card specific questions please contact procurement@uwyo.edu

For travel reservations prior to March 17, 2020

Travel reservations and expenses that are affected by COVID-19, please follow the below steps to process your transactions, based on how the travel was purchased.

A. Travel Charged to a University Procurement Card (p-card) (Individual or Department Travel Card)

1. **Recover as much of the expended funds as possible.** Please work with the travel supplier (i.e. United, Hilton) to receive a refund. If paying for a change or cancellation fee would result in less of a loss to the University, please pay for the associated fee (e.g. if a hotel charges you the first night stay when cancelling, but that results in you not having to pay for a full three night stay, please pay the one night cancellation fee).
2. **If you are not able to receive a refund, please request a travel voucher.** Vouchers received **must be used for future UW business-related travel**—they cannot be used for personal travel as they were originally purchased with UW resources. Personal use of any vouchers received for cancelled travel paid for on a p-card is considered fraud.
3. **If neither refunds nor vouchers are able to be recovered, UW will cover the expenses related to these charges as the funds have already been expended** on a university p-card. Please reconcile your p-card, including documentation showing your attempt to recover lost funds/request a travel voucher.

B. Travel Charged to a Personal Credit Card

Note: It has always been recommended to use a UW Visa procurement-card (p-card) or department travel card for purchasing travel so that UW assumes the liability associated with the trip. Going forward, please always attempt to work within your department to utilize the department travel card if individual p-card is not available.

1. **Recover as much of the expended funds as possible.** Please work with the travel supplier (i.e. United, Hilton) to receive a refund.
 - a. If you are able to receive a full refund, you should not submit an expense report.
 - b. If paying for a change or cancellation fee would result in less of a loss to the University, please pay for the associated fee (e.g. if a hotel charges you the first night stay when cancelling, but that results in you not having to pay for a full three night stay, please pay the one night cancellation fee). Submit the change/cancellation fee to UW for reimbursement. **You must include**

documentation that you attempted to receive a full refund. If able, please also include documentation on the event/cancellation.

2. **If you are not able to receive a refund, please request a travel voucher.**
 - a. If you are able to use the travel voucher for personal travel later in the year, please do so and do not submit for reimbursement.
 - b. If you do not believe you will be able to use the travel voucher for personal travel later in the year, please submit for reimbursement. Then, in the event you are able to travel later in the year for business, use this travel voucher. You must include documentation that your event/conference was cancelled, as well as documentation that you attempted to receive a full refund but were only provided the option of a travel voucher. If you submit for reimbursement but then later use the travel voucher for personal travel that is considered fraud and will be treated as such.
3. **If neither refunds nor vouchers are able to be recovered, UW will cover the actual expenses related to planned travel that was cancelled . Please submit an expense report. You must include documentation that you attempted to receive a refund and/or voucher and no options were provided. If able, please also include documentation on the event/cancellation.**

Recommendations for Future Travel Plans & Purchases

Per the information shared in the President's memo to campus on March 16, the following information pertains to future travel:

1. The university is immediately **suspending all institutionally sponsored travel through May 15, 2020**, unless mission critical and approved by the division vice president.
2. The university is **discouraging booking of travel between May 16 and June 30, 2020**; if you do have travel planned for this time, you do not have to cancel. The university will reassess in early May whether travel will be allowed or need to be canceled.
3. Individuals returning from a country currently at a CDC Warning Level 3 status should stay away from campus, and self-monitor and self-isolate for 14 days following their return. Employees should coordinate with their vice president to facilitate working remotely if appropriate.

Contact Information

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