

## Travel and Expenses Update

1. All Travel related expense reports created to reimburse or account for University Credit Card charges, due to the Corona virus must have the word "Coronavirus or COVID-19" entered in the "benefit" area of the expense report. The University needs to record this data accurately.
2. Penalties for cancellation of discounted airline tickets may be paid only if the cause for cancellation is in the best interest of the University. The cost of unused, nonrefundable tickets, or cancellation penalties incurred are allowable for the convenience of the University. If the traveler has to cancel a trip due to illness of the traveler, or death of a member of the traveler's immediate family, for which an employee is authorized to use sick, bereavement or administrative leave, the cost incurred for the cancellation is reimbursable. Appropriate justification must be submitted in writing. The standard for non-employees is the same as for employees. If a ticket is canceled for the convenience of the traveler, the cancellation penalty may not be reimbursed. Carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets.
3. Cancellation charges are not reimbursable unless justified in writing. This justification must be included with the supporting documentation of the expense report.
4. Travel related expenses that are cancelled because of the Corona virus, and were paid out-of-pocket; may be reimbursed if the following criteria is met:
  - a. Airfare – If the traveler had an approved TA and paid for their airline ticket. A receipt is required along with an explanation for the cancellation.
  - b. Registration fee – If the host of the conference, workshop, convention or seminar cancelled the event and will not grant a refund. A written explanation from the host must be included with the supporting documentation of the expense report along with a receipt from the host.
  - c. Hotel deposit – If the hotel will not grant a refund. A written explanation from the hotel must be included with the supporting documentation of the expense report along with a receipt from the hotel.

5. Travel related expenses that were prepaid by the University (University Credit Card, Purchase Order) must be accounted for on an expense report. It is highly recommended that departments track any credits/vouchers that travelers receive so they may possibly be used for future travel.
6. In response to the Coronavirus (COVID-19) pandemic, the Travel Department will be working remotely to process reimbursements. During this crucial time, we are allowing three (3) options in lieu of an actual signature on expense reports.
  - a. **An email from the employee/student explaining that they don't have the capability to print, sign and scan the expense report. The email would be sent to the preparer of the expense report who would upload the email with the unsigned expense report. The preparer must enter a note in the "benefit to FIU" area of the expense report as well.**
  - b. **Digital/Electronic signatures will be accepted during this time.**
  - c. **Applications (apps) such as Turbo Scan, which allows you to take a picture and scan will also be acceptable.**

For any questions regarding the status of an expense report, please reach out to the Travel staff via phone or email at: [http://finance.fiu.edu/controller/QL\\_Travel.html](http://finance.fiu.edu/controller/QL_Travel.html). We appreciate your patience, understanding and the opportunity to serve you.

Thank you,

Office of the Controller  
Florida International University