

## **CANCELLED BUSINESS TRAVEL (DUE TO COVID-19) PURCHASED WITH PERSONAL CREDIT CARD:**

### **RECOMMENDATION:**

Implement a **temporary travel policy change** to reimburse travelers for cancelled airline tickets purchased with a personal credit card, which are not being refunded by the airlines.

Process reimbursement for the ticket at the point of cancellation through a PRD with Supervisor and Business Officer approval.

### **BACKGROUND:**

Under current policy such a cancelled ticket is not reimbursed until the ticket credit is exchanged for a new UK business ticket and that trip is completed.

When an airline ticket that was purchased for official UK business travel with a personal credit card is cancelled due to COVID-19 and the airline is not refunding the ticket, reimbursement for the ticket may be processed at the point of cancellation through a PRD with Supervisor and Business Officer approval.

If reimbursement is processed at the time a ticket is cancelled, the unused ticket credit can only be used towards the purchase of a ticket for future official UK business travel (not for personal travel).

### **WHO:**

It will be the responsibility of the Business Officers to ensure the exchange ticket is used for UK business travel, and future reimbursement for the exchange ticket is limited to only additional personal credit card airfare/fee expenses related to the exchange.

### **HOW:**

When processing the PRD, departments should use the Registration Fees category from the PRD Product Catalog and change the GL to the appropriate travel reimbursement GL of either 530019 or 530039. Be certain to include in the Notes that the reimbursement is related to a UK business trip cancelled due to COVID-19.

## **BUSINESS TRAVEL COMBINED WITH PERSONAL TRAVEL PURCHASED WITH PERSONAL CREDIT CARD:**

Should reimbursement be for a cancelled ticket that combined business with personal travel, then (as with our current policy) a cost comparison for business-only travel must be attached to the PRD and reimbursement will be the lesser of either the actual paid airfare or the cost comparison airfare.