

**SCHOOL OF HUMANITIES**  
**UCI BUSINESS TRAVEL CANCELLATION**  
**DUE TO TRAVEL POLICY AMENDMENT COVID-19**

**FOR THE TRAVELER**

1. The traveler is responsible for submitting cancellation request with airline/vendor
2. If possible, the traveler should request a full refund or full credit for future UCI business travel
3. The traveler will submit all documentation to department travel preparer for processing. (This could be either be full/partial refund or credit for future UCI business travel.)
  - Traveler documentation must include:
    - Original purchase documentation
    - Event description or flyer
    - Cancellation correspondence with the airline/vendor
    - A signed UC Irvine Trip Cancellation Form for either a partial credit/refund or an airline charge/fee

**DEPARTMENT TRAVEL ARRANGER/PREPARER**

1. Create TEM voucher for the travel reimbursement. Attach all documents provided by the traveler and ensure that the UC Irvine Trip Cancellation Form is included (if applicable)
2. Calculate the Reimbursement as follows:
  - Partial refunds - will be the difference between the airfare cost/purchase price and refund provided
  - Airline ticket cancellation fee – total fee imposed
  - Airline ticket name change – total fee imposed
  - Full refund with future UCI travel – no reimbursement needed. Please send an email to your DO Finance Analyst for trackingPlease see the scenarios below for further reference. Or contact your DO Finance Analyst with any questions.
3. Provide information in the KFS (notes section)
  - If there's a full credit, indicate that future UCI business travel is expected
  - Identify any fees/charges that were applied to the trip
4. Submit the KFS document for approval

**DEAN'S OFFICE FINANCE ANALYST**

1. Review TEM documents and ensure eligibility of claim/reimbursement request for COVID-19 related travel expenses
2. If necessary, confirm claims related to the refund or credit received from the cancellation with the airline/vendor
3. Log the travel expenses impacted by COVID-19
4. Secure Dean Miller's signature for the cancellation forms on a weekly basis
5. Submit the reimbursement request with completed UC Irvine Trip Cancellation Form to Risk Management
6. If the TEM reimbursement is for a CTS charge that is being cleared, approve the document along with the submission to Risk Management
7. Once Risk Management confirms receipt, the KFS TEM document will be disapproved. The disapproval should include a note that the reimbursement request has been removed from KFS and sent to Risk Management for COVID-19 processing

The UC Irvine trip Cancellation Form will be processed by Risk Management. Once approved, the KFS account provided on the cancellation form will be used to process the claim to reimburse the department/traveler for expenses incurred due to the trip cancellation if funds are available.

**TRAVELER PURCHASED SCENARIOS**

**Full refund**

Please inform your DO Finance Analyst so this can be logged in our COVID-19 file. No KFS action is necessary.

**Partial refund**

Reimbursement processed through Risk Management for the difference between the refund and purchase price. *Requires UCI trip Cancellation Form.*

**Full credit with future UCI business**

Reimbursement processed through KFS for the purchase price with a note reflecting that the credit will be used for future UCI business travel. When the credit is used, the Department must reference the future trips document number in the notes of the original doc to link them for audit purposes.

**Partial credit with future UCI business**

Reimbursement processed through Risk Management for the purchase price with a note reflecting that the partial credit will be used for future UCI business travel. When the credit is used, the Department must reference the future trips document number in the notes of the original doc to link them for audit purposes. *Requires UCI Trip Cancellation Form.*

**Full credit without future UCI business**

Reimbursement processed through Risk Management for the purchase price with a note reflecting that the full credit will not be used for future UCI business travel but that on the authority of the Dean, and that the cancellation is related to our COVID-19 response. KFS document will need to be routed to the Dean for exceptional approval. *Requires UCI Trip Cancellation Form.*

**Partial credit without future UCI business**

Reimbursement processed through Risk Management for the purchase price with a note reflecting that the partial credit will not be used for future UCI business travel but that on the authority of the Dean, and that the cancellation is related to our COVID-19 response. KFS document will need to be routed to the Dean for exceptional approval. *Requires UCI Trip Cancellation Form.*