

**CREDIT VOUCHER REIMBURSEMENT REQUEST–EXCEPTION DUE TO COVID–19**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have cancelled my planned travel on Travel Request number \_\_\_\_\_\_\_\_\_ due to the COVID-19 pandemic. I received an airfare voucher or other credit and am requesting a reimbursement of the full amount of the payment as an exception to standard USF procedure.

 I understand that this credit is the property of USF and must be used for future USF business Travel. I also understand if there is no future USF business travel and use it for personal travel, I will be required to reimburse USF for the dollar value.

USF Employees Only:

If I leave USF before use or expiration, I agree the value of the voucher can be withheld from my final paycheck.

­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Traveler Signature Date

**Vice President’s Approval**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President’s Name

 This completed form must to be included in the Expense Report receipt package