Exception for Cancelled Travel Due to COVID-19

Sent via Travel ListServ | April 7, 2020

University of South Florida normally reimburses funds expended for cancelled trips for which the traveler personally holds airfare vouchers or similar credits only when used for future USF business travel or after expired. Recognizing the financial hardship which that imposes on our travelers for trips cancelled due to the COVID-19 pandemic, the following exception to the cancelled travel procedure is offered:

- Travelers will be reimbursed now for their out of pocket expenses for travel cancelled due to the COVID-19 outbreak.
- Travelers must complete the Credit Voucher Reimbursement Request – Exception Due to COVID-19 form, available now on the Travel web page, to meet necessary fiscal controls.
- The form must be approved by the college or Vice Presidential area’s VP representative.
- Travelers and their departments are responsible for tracking any vouchers or credits to use for future USF business travel or until expiration.
- USF departmental submitters are responsible for inclusion of the approved form in the expense report receipt package.
- If funded on a sponsored award, USF departments must confirm the reimbursement is allowable prior to submittal to Travel.

As always, we encourage use of the USF Procurement Card (PCard), whenever possible, for booking USF business travel, which avoids travelers personally funding future USF travel and waiting for reimbursement after completion of the trip.

If you have any questions, please direct to the Travel Helpdesk at travelhelp@usf.edu.