

### **Cancelled Travel Transactions**

The Accounts Payable Department has released the following guidelines to employees to assist in reconciling cancelled travel transactions due to conferences and/or travel being cancelled as a result of the Coronavirus.

First, please contact the vendor to see if a refund can be issued. Then, proceed as follows:

1. If the transaction is refunded:
  - To the University p-card - reconcile the refunded transaction on the same Chrome River Travel report as the rest of the trip expenses and submit the report.
  - Via check - deposit the check to the same index/account as the transaction was originally coded and upload a copy of the Cashiers Receipt with the Chrome River Travel report and submit the report.
  - And it was an out-of-pocket expense - nothing needs to be submitted.
2. If the transaction is non-refundable and non-transferable, and it was paid:
  - Using University p-card - reconcile the transaction on a Chrome River Travel report, attaching documentation showing the conference/trip was cancelled or the University restricted the travel and submit the report.
  - As an out-of-pocket expense and the department agrees to cover the cost - add the transaction on a Chrome River Travel report, attaching documentation showing the conference/trip was cancelled or the University restricted the travel and submit the report.
3. If the transaction is non-refundable but can be transferred and will be used for future University travel (e.g. airfare), and it was paid:
  - Using University p-card - reconcile the transaction on a Chrome River Travel report, attaching documentation showing the conference/trip was cancelled or the University restricted the travel. Please include in the expense description that it will be used for future University travel and submit the report.
  - As an out-of-pocket expense - add the transaction on a Chrome River Travel report, attaching documentation showing the conference/trip was cancelled or the University restricted the travel. Please include in the expense description that it will be used for future University travel and submit the report.
4. If the transaction (e.g. airfare) is non-refundable but can be transferred to be used for future Personal travel **TO BE PAID PERSONALLY BY THE EMPLOYEE**, and it was paid:
  - Using traveler's University p-card - reconcile the transaction on a Chrome River Travel report, attaching documentation showing the conference/trip was cancelled or the University restricted the travel. Please include in the expense description that it will be used for future Personal travel, select Personal Charge box, and submit the report.
  - Using a *non-traveler's* University p-card:
    - If the transaction has already been reconciled and exported, then the amount of the expense should be paid back to the University by the traveler. Please work with your department/financial manager to ensure the funds are deposited to same index/account as the original transaction. The Cashiers Receipt can be attached to the previously submitted report.
    - If the transaction has not been submitted, then reconcile the transaction on a Chrome River Non-Travel report, attaching documentation showing the conference/trip was cancelled or the University restricted the travel. Please include in the expense description that it will be used for future Personal travel, upload a copy of the Cashiers Receipt showing the traveler has reimbursed the University, and submit the report.
  - Out-of-pocket expense: nothing needs to be submitted.

Please feel free to contact the Chrome River Team at [chromeriver@semo.edu](mailto:chromeriver@semo.edu) with any questions or for assistance with other situations not addressed above. Itemized receipts and proof of payment is still required for all Chrome River transactions.