



Travel Cancellation

If University mandated travel restrictions trigger the need to cancel paid travel bookings – you should do so as quickly as possible. The extraordinary situation occurring at this time has brought up many inquiries. In this FAQ we hope to answer the most common questions. The information below applies to Business Travel Expenses.

It is the intent of Seattle University to make employees whole regarding their business-related travel expense reimbursements. The University relies on departmental decision makers to be proactive and transparent – making fair and impartial decisions.

For guidance on University related international travel including all SU exchanges, long- and short- term faculty-led study abroad programs, SU sponsored study abroad programs, service trips and other individual and group trips for spring break and spring quarter/semester please see FAQ at:

<https://www.seattleu.edu/abroad/resources/covid-19-faq/>.

NOTE: Please process all Accounts Payable requests as soon as cancellations/rearrangements are finalized.

Frequently Asked Questions:

When is Seattle University restricting travel?

Official Communication sent by Seattle University on March 10, 2020 restricted travel through June 14th 2020.

Will I be reimbursed for travel purchased on my personal credit card?

Contact your airline for their policies regarding cancellations. Many airlines are being more flexible with their refund policies given the circumstance, but you will need to contact them directly. If you are not able to get a refund you will be reimbursed per the current reimbursement policy.

I've been reimbursed by the University for travel purchased on my personal credit card, and a vendor gave me a refund. The refund amount is due back to the university. Please write a check to Seattle University and present at the Controller's office for processing.

The airline is only offering a credit, what do I do?

Please communicate directly with your finance manager - or other person departments identify – to let them know you have a credit/s available for travel in the future. These credits are to be used only for Seattle University related travel. When these credits are redeemed, SU policy states that we will not reimburse a person for the value of the credit.

I paid for my travel on a ProCard – where does the credit go?

Individuals making airline reservations may have the credits go into their personal airline “wallet” (example: Alaska Airlines account). These credits are to be used only for Seattle University related business travel.

Can the travel related credits be used for personal travel?

No.

I was charged a cancellation fee, will this be reimbursed?

Yes.

I used my travel advance to make my purchases how/when do I need to reconcile?

Submit reconciliation as directed on the original invoice in ProcureSU as soon as possible. Submit coversheet and all associated receipts documenting purchases and cancellations.

Are there online or remote methods to reimburse the university for travel?

The only current option is mailing a check via USPS. Otherwise in person - check, cash, or credit card is accepted.

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