

Suspended Travel Due to Coronavirus – Effective 03/17/2020

Per Chancellor Martinez's Directive on Coronavirus (COVID-19) issued on Monday, March 16, 2020, **ALL** travel is suspended for all employees until further notice.

Please see below for Frequently Asked Questions (FAQs) related to the temporary suspension of travel due to COVID-19.

My conference request was pre-approved by a College President, Vice Chancellor, or the Chancellor before the District Directive was issued. Can I still attend my conference?

No. All travel is suspended for all employees until further notice. Trips that were pre-approved before the District Directive was issued on Thursday, March 16 should be cancelled. Please contact the hotel, conference sponsor, airline, etc. to cancel your trip and obtain a refund.

Before the districtwide suspension of travel, I paid out-of-pocket for travel expenses and now my trip is cancelled due to COVID-19. Can I be reimbursed?

Please attempt to obtain a refund from the vendor. Many vendors are waiving cancellation fees due the national emergency caused by COVID-19. Some hotels will allow you to cancel your reservation without incurring a cancellation fee if you cancel in a timely manner in accordance with the hotel's cancellation policy. In addition, some airlines (Southwest, United, American Airlines, Delta) are allowing travelers to rebook, one-time, without change fees.

If you incurred non-refundable travel expenses before the districtwide suspension of travel, you may be reimbursed. Please submit by **Wednesday, April 8, 2020**, your Conference Request Claim completely filled out and signed by your immediate supervisor, and include itemized receipts showing proof of payment. If you cancelled your flight, please also include the airline's cancellation confirmation showing the credit issued to you. Some Airlines may not issue the credit before 30 days. Please send a copy of the airline's cancellation email and follow up with a copy of the credit confirmation once received. The Accounts Payable Department will keep a record of your credit. You should use the credit on a future business-related trip.

Before the districtwide suspension of travel, I received a travel advance and now my trip is cancelled due to COVID-19. What do I do?

You will need to submit your Conference Request Claim completely filled out and signed by your immediate supervisor in order to reconcile your travel advance. Please submit the Conference Request Claim to the Accounts Payable Department by **Wednesday, April 8, 2020** with supporting documentation.

If a vendor was paid directly, please attempt to obtain a refund from the vendor (check payable to RSCCD). If the payment to the vendor is not refundable, for audit purposes, please include documented vendor terms or communication indicating the payment is non-refundable.

If you were issued a cash advance, please return the advance to the Accounts Payable Department (check payable to RSCCD). If you incurred non-refundable travel expenses, please include itemized receipts showing proof of payment. If you used the cash advance to pay for airfare and subsequently cancelled your flight, please include the airline's cancellation confirmation showing the credit issued to you. Some Airlines may not issue the credit before 30 days. Please send a copy of the airline's cancellation email and follow up with a copy of the credit confirmation once received. The Accounts Payable Department will keep a record of your credit. You should use the credit on a future business-related trip.

Will I incur cancellation or change fees if I cancel or change my flight?

Please review the airline's policy carefully as many airlines are allowing travelers to rebook, one-time, without change fees due to the COVID-19 pandemic.

For grant-sponsored travel, if I incurred travel expenses but now my trip is cancelled, can those travel expenses still be charged to my grant?

Please check with the grant sponsor. If you plan to charge those expenses to the grant, you must include documented approval from the grant sponsor when submitting the Conference Request Claim.

I was planning on traveling with a group of students. Is student travel also suspended?

Yes, the districtwide suspension of travel applies to student travel also. Please contact the hotel, conference sponsor, airline, etc. to cancel your trip and obtain a refund.

At this time, can I book travel for a trip scheduled months from now?

Do not book future travel until further notice. If you book a flight or incur other travel-related costs for a future trip on or after March 16, the District will not reimburse you as these costs are not authorized.

At this time, can I book travel at refundable fares even though they are not the lowest economical?

Do not book future travel until further notice. If you book a flight or incur other travel-related costs for a future trip on or after March 16, the District will not reimburse you as these costs are not authorized.

At this time, can I request a travel advance or book my airfare through the District's travel agency?

Do not book future travel until further notice. If you book a flight or incur other travel-related costs for a future trip on or after March 16, the District will not reimburse you as these costs are not authorized.

How long will travel be suspended due to COVID-19?

That is unknown at this time. We will continue to keep you updated.

If I have additional questions, who should I contact?

Please contact the Accounts Payable Department.