

Business Travel Cancellations How to Request a Reimbursement or Account for Expired Tickets

The information on the table below provides steps for RIT travelers to follow when a business event such as a conference is cancelled by the event sponsor or the traveler is not able to attend for business or personal reasons.

If you have questions about this information, please contact travel@rit.edu.

To review the full RIT Travel Policies & Procedures Manual, go here:
<https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>

	Operating Budget	Sponsored Project
Faculty/Staff	<p>Airfare – If you booked your flight via one of RIT’s designated travel agencies (refer to the Travel Manual for information), contact the travel agent to obtain a credit from the airline towards future travel (good for 12 months from the date the airfare is booked). The airfare plus an airline reissue fee will be charged to your department’s operating account when you apply the credit towards a future airline ticket or at the time the voucher expires.</p> <p>If you charged your airfare to your RIT travel card or your personal credit card, notify the airline that you are cancelling your travel request a credit (good for 12 months from the date the airfare is booked). Complete an Invoice Payment Form to request reimbursement. Charge the airfare to the same department you would have had you taken the trip using object code 09050 (prepaid travel). You will be reimbursed for the airfare via RIT standard reimbursement process.</p>	<p>Follow the operating budget airfare instructions to obtain a credit towards future travel. Follow the operating budget instructions to obtain a credit if your conference is cancelled.</p> <p>Federal regulations, as well as many sponsors, require that expenses provide direct benefit to a grant / contract in order for the cost to be charged to the sponsored project. Therefore, agencies / sponsors typically require that the university incur the cost of airfare (and other travel expenses) for trips that are cancelled by the traveler or conference sponsor. If a trip that was charged to a sponsored project is cancelled, follow these steps:</p> <ul style="list-style-type: none"> ✓ Follow the university process for all cancelled travel, summarized in this communication. ✓ Charge costs to the Principal Investigator’s designated project. If funding is not available, consult with your department chair, dean for an alternative source of funds.

	<p>For both of the above situations, when you finally use the airfare voucher, go to Oracle iExpenses (<i>RIT Reimbursement for Travel</i>) to disposition the airfare. The airfare will be charged to your department at this time.</p> <p>Conference Registration Fees – If you charged the fee to an RIT procurement card, and the conference was cancelled or you are not able to attend, request a credit from the conference sponsor for the fee to be applied to the RIT p-card.</p> <p>If you charged the registration fee to your RIT travel card or your personal credit card, request a credit from the conference sponsor to be applied to your credit card.</p> <p>If you are not able to obtain a credit due to conference cancellation policies, request reimbursement via Oracle iExpenses (<i>RIT Reimbursement for Travel</i>). Charge the fee to the same department you would have had you attend the conference. You will be reimbursed for the fee via RIT standard reimbursement process.</p> <p>Other Expenses – Contact travel@rit.edu for specific guidance.</p>	<p>✓ If funding agencies issue specific exceptions allowing charges related to cancelled travel arrangement on sponsored projects, Sponsored Programs Accounting will assist with transferring the cost to the appropriate project account.</p>
<p>Graduate Research Assistants</p>	<p>Airfare – If you charged your airfare to your personal credit card, complete an Invoice Payment Form, obtain the approval of the department chair, or other authorized approver, and send to accpay@rit.edu. You will be reimbursed for the airfare via RIT standard reimbursement process.</p> <p>Registration Fee – If you charged the registration fee to your personal credit card, request a credit from the conference sponsor to be applied to your credit card.</p> <p>If you are not able to obtain a credit due to conference cancellation policies, request reimbursement using an Invoice Payment Form. Obtain the approval of the department chair,</p>	<p>Refer to the information in the Faculty/Staff Operating Budget and Sponsored Project sections above.</p>

	or other authorized approver, and send to accpay@rit.edu . You will be reimbursed for the fee via RIT standard reimbursement process.	
Group Travel	Follow the airfare and conference registration process above.	Refer to the information in the Faculty/Staff Operating Budget and Sponsored Project sections above.
Travel for Non-RIT Individuals	<p>If your department booked airfare via one of RIT's designated travel agencies (refer to the Travel Manual for information) for non-RIT employees/students, contract the travel agent to obtain a credit from the airline towards future travel (good for 12 months from the date the airfare is booked). The airfare plus an airline reissue fee will be charged to your department's operating account when you apply the credit towards a future airline ticket or at the time the voucher expires.</p> <p>If the rescheduled event will not be held within 12 months from the date the airfare was booked, disposition the airfare in Oracle iExpenses. Your department will be charged for the airfare in the current fiscal year.</p> <p>If the event will be rescheduled for a later date, disposition the airfare at the time the airline tickets are used. The airfare expense will be charged to you department at that time.</p>	Refer to the information in the Faculty/Staff Operating Budget and Sponsored Project sections above.