

## Reimbursement Process for COVID-19 Pandemic-impacted Travel Awards AAUP/OVPR Faculty Travel Funding Program

Status	If out-of-pocket expense...	If direct-billed to UConn expense (i.e. Booked via Sanditz using KFS, charge to ProCard)...
<p>Trips cancelled <b>with non-refundable expenses/fees/penalties</b></p>	<ol style="list-style-type: none"> <li>1. <b>Faculty work with companies</b> (airlines, hotels, etc.) <b>to seek no-penalty refunds or partial refunds</b> for arrangements that have been already made. Faculty must <b>document these efforts</b> (i.e. retain email correspondences, create a telephone call log, etc.).</li> <li>2. <b>Faculty contact BOTH <a href="mailto:research@uconn.edu">research@uconn.edu</a> and <a href="mailto:travel@uconn.edu">travel@uconn.edu</a> SIMULTAENOUSLY with the details of the financial losses by September 1, 2020.</b> Details should include travel award #, what pieces of travel were impacted (air, rail, lodging, registration, etc.), what companies are involved, and the cost breakdowns. UConn Travel (and, if necessary, in consultation with the Controller's Office) will determine eligibility of reimbursement exception.</li> <li>3. If UConn Travel (and, if necessary, in consultation with the Controller's Office) determines your request is eligible for reimbursement, the OVPR will issue an exception letter for the faculty member to file for reimbursement beyond standard 60-day policy.</li> <li>4. Faculty's dept staff will include exception letter and the special documentation with the reimbursement transaction, along with travel award letter and other regularly required documentation/receipts, and being sure to use the special COVID-19 coding.</li> <li>5. Any funds remaining on the AAUP/OVPR Travel award after reimbursement will be returned to general funding pools, per standard policy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Department or faculty accounts (except grant accounts) can be reimbursed now for non-refundable expenses/fees/penalties via travel award monies.</li> <li>2. <b>For reimbursements now beyond the standard 60-day policy, please contact <a href="mailto:research@uconn.edu">research@uconn.edu</a> to request an exception letter.</b></li> </ol> <p>Please <b>submit reimbursement requests by September 1, 2020.</b></p> <ol style="list-style-type: none"> <li>3. Faculty's dept staff will include exception letter with the reimbursement transaction, along with travel award letter and other regularly required documentation/receipts, and being sure to use the special COVID-19 coding.</li> <li>4. Any funds remaining on the AAUP/OVPR Travel award after reimbursement will be returned to general funding pools, per standard policy.</li> </ol>

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Status	If out-of-pocket expense...	If direct-billed to UConn expense (i.e. Booked via Sanditz using KFS, charge to ProCard)...
<p>Trips cancelled with <b>credit</b> for future use</p>	<ol style="list-style-type: none"> <li>1. <b>Faculty work with companies</b> (airlines, hotels, etc) to seek <b>no-penalty refunds, partial refunds, or credits for future use</b>. Faculty <b>must document these efforts</b> (i.e. retain email correspondences, create a telephone call log, etc.).</li> <li>2. <b>Faculty contact <a href="mailto:research@uconn.edu">research@uconn.edu</a> by September 1, 2020</b> to inform the OVPR that you have a credit for which, <b>once used</b>, you will seek reimbursement. This will notify the OVPR to hold open your travel award and issue you an exception letter to file for reimbursement beyond standard 60-day policy.</li> <li>2a. <b>If you have a financial hardship and need to request an advance</b>, please contact <a href="mailto:travel@uconn.edu">travel@uconn.edu</a> to begin the process, and review item #11 on the <a href="#">UConn COVID-19 website Travel section</a>.</li> <li>3. To request reimbursement post-trip, follow normal procedures, being sure to include copies of your travel award letter, and documentation of use of credit for business purpose or credit expiration gone unused.</li> <li>4. Faculty's dept staff will include exception letter and the special documentation with the reimbursement transaction, along with travel award letter and other regularly required documentation/receipts, and being sure to use the special COVID-19 coding.</li> <li>5. Any funds remaining on the AAUP/OVPR Travel award after reimbursement will be returned to general funding pools, per standard policy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Department or faculty accounts (except grant accounts) can be reimbursed now for original expenses leading to travel credit(s).</li> <li>2. The faculty member and department will collaborate to ensure the credit is used for business purposes, per UConn Travel Policy.</li> <li>3. <b>For reimbursements now beyond the standard 60-day policy, please contact <a href="mailto:research@uconn.edu">research@uconn.edu</a> to request an exception letter.</b></li> </ol> <p>Please <b>submit reimbursement requests by September 1, 2020</b>.</p> <ol style="list-style-type: none"> <li>4. Faculty's dept staff will include exception letter with the reimbursement transaction, along with travel award letter and other regularly required documentation/receipts, and being sure to use the special COVID-19 coding.</li> <li>5. Any funds remaining on the AAUP/OVPR Travel award after reimbursement will be returned to general funding pools, per standard policy.</li> </ol>