

Subject: Expense report details needed for travel affected by COVID-19
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From: ces.agad-bounces@lists.purdue.edu on behalf of Clawson, Matthew David
To: agcollege.everyone@lists.purdue.edu
Attachments: image001.png

Please see the message below regarding travel affected by COVID-19 and reimbursements.

Expense report details needed for travel affected by COVID-19

All expense reports being submitted for travel related to COVID-19 should include the following comments:

Canceled due to COVID-19.

If a refund was rejected, include documentation of the refund rejection from the supplier.

If credit was provided, identify what type of credit was received for cancellation (booking profile credit, voucher for future travel, refund received).

An attempt should be made by the traveler to request refunds, transfer tickets, or otherwise minimize financial impact.

All remaining expenses should be submitted using standard processes, as outlined in the [Travel Regulations](#), with documentation as outlined above.

For questions, contact Purduetravel@purdue.edu.

<https://www.purdue.edu/newsroom/purduetoday/releases/2020/Q1/expense-report-details-needed-for-travel-affected-by-covid-19.html>

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