

COVID Travel Impacts FAQ

As the COVID-19 situation continues to develop there have been rising concerns around travel for University of Kansas and KU Center for Research business. Here are some frequently asked questions and answers.

What about booking travel within the 60-day travel ban window?

- Only essential business travel will be allowed and ***requires Provost approval***.
 - Travel team will reach out to any individual with a booked trip through Concur Travel during the travel ban parameters to request documentation of Provost approval. If none provided, this will be escalated.

What about booking travel outside of the travel ban window?

- Recommendation is not to book travel until travel ban is lifted.
- Need to book through Concur Travel tool to give yourself and KU as much flexibility as possible for travel credits and negotiation help with unforeseen circumstances

Reimbursement:

- I booked a flight/trip that is now cancelled. Will I still be reimbursed?
 - Reimbursement/payment will be processed business as usual with required receipt documentation.
- Will I get reimbursed for additional cancellation fees levied?
 - Reimbursement/payment will be processed business as usual with required receipt documentation for cancellation charges. Additional documentation is required for travel on sponsored project funds. Review <https://coronavirus.ku.edu/info-researchers#travel>
- Is Travel insurance being allowed at this time?
 - No. Traditional travel insurance does not cover situations like COVID19
 - Need to book through Concur Travel to avoid losing the credit and potentially having the flexibility to shift credits on cancelled trips to another business traveler.

Travel Credits:

- What happens if my trip is cancelled and only “refund” option is a travel credit?
 - Reimbursement/payment will be processed business as usual with required receipt documentation. Travel credit will need to be tracked by the departments and used on future business travel. Review <https://coronavirus.ku.edu/info-researchers#travel> for additional information on sponsored project funded travel
- What if I have a travel credit but do not have any business travel planned to use credit prior to expiration date?
 - Work with company credit is with to determine if a name change on the credit would be available due to the circumstances
 - If traveler desires to use credit for personal travel, they need to reimburse the University of Kansas or KU Center for Research for full amount of travel expense credit. Limitation may apply if on sponsored project funding - please contact KUCR Accounting Services on sponsored project funding.
 - University reimbursement by traveler would be recorded as a reduction of expense for that department

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Reconciliation:

- **How to handle use of COVID19 CF1 for trips now cancelled due to travel restrictions:**
 - If reconciliation is not complete and travel expense has not been recognized on the GL, then you can code the expense as COVID19 CF1 and any subsequent refund would need to be coded to COVID19 CF1 as well.
 - If trip is cancelled and no refund is issued prior to reconciliation, you should code to COVID19 CF1
 - If reconciliation is already complete and no refund is given, submit a JRC to reclass the travel expense to include COVID19 CF1.
 - If reconciliation is already complete and partial refund/credit is issued, submit a JRC to reclass the travel expense not covered by refund/credit to include COVID19 CF1
 - If reconciliation is not complete and a partial refund or credit is given:
 - You can split the transaction to only put COVID19 CF1 on the portion of the expense not covered by credit.
 - You can reconcile as usual and then submit a JRC to reclass the travel expense not covered by the refund/credit to include COVID19 CF1.

Sponsored Project specific travel guidance - <https://coronavirus.ku.edu/info-researchers#travel>

To ensure maximum flexibility for the KU research community, we are updating our cost accounting policy and associated processes to allow expenses related to travel canceled due to COVID-19 to be charged to sponsored projects, including nonrefundable travel expenses and trip cancellation fees. For nonrefundable travel costs to be considered allowable on project funds:

- The travel must have been allowable on the project.
- Documentation showing that a request for a refund was made (and denied) must be provided and maintained as support for the transactions to be processed.
- The sponsor must not have explicitly disallowed these expenses.

This includes reimbursement of nonrefundable travel costs/cancellation fees on KU and KUCR p-cards as well as on personal cards. If credit for travel on sponsored project funds was issued, it is the traveler's responsibility to ensure that these credits are applied to travel that is allowable on that funding source. Please mark these costs with Chartfield 1 (CF1) of COVID19.