Expense Cancelled Travel

The only way to reconcile charges on the agency or travel card is by processing them on a Report. This includes charges incurred from a cancelled trip.

When a trip is cancelled and there are no Available Expenses from the agency or travel card

1. No Report is needed
2. Cancel the Request to clear it from the open Requests list

When a trip is cancelled and there are Available Expenses from the agency or travel card

1. Create and submit a Report to reconcile reimbursable expenses that did not result in a future credit
    a. Includes fully/partially refunded expenses: original charge and corresponding refund
    b. Includes agent/booking fees associated with the original booking or cancellation
2. Cancel the Request to clear it from the open Requests list

Credited Expense

Full Credit

When a trip is cancelled, and a full credit is issued for airfare (i.e. unused ticket credit) or other expenses (e.g. registration for a postponed conference)

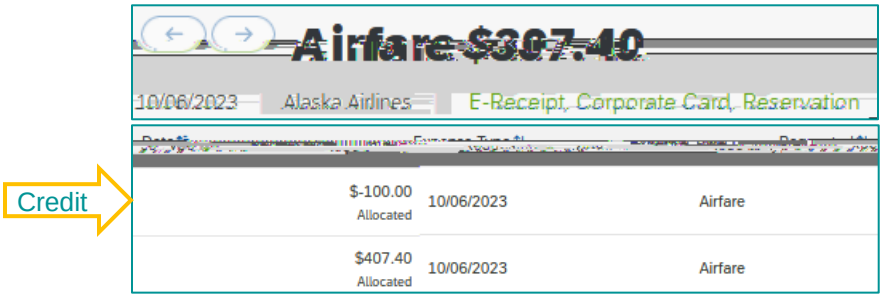
1. Create and submit a Report to reconcile non-credited expenses including any change/cancellation fees for airfare
    a. Includes fully/partially refunded expenses: original charge and corresponding refund
    b.

Partial Credit

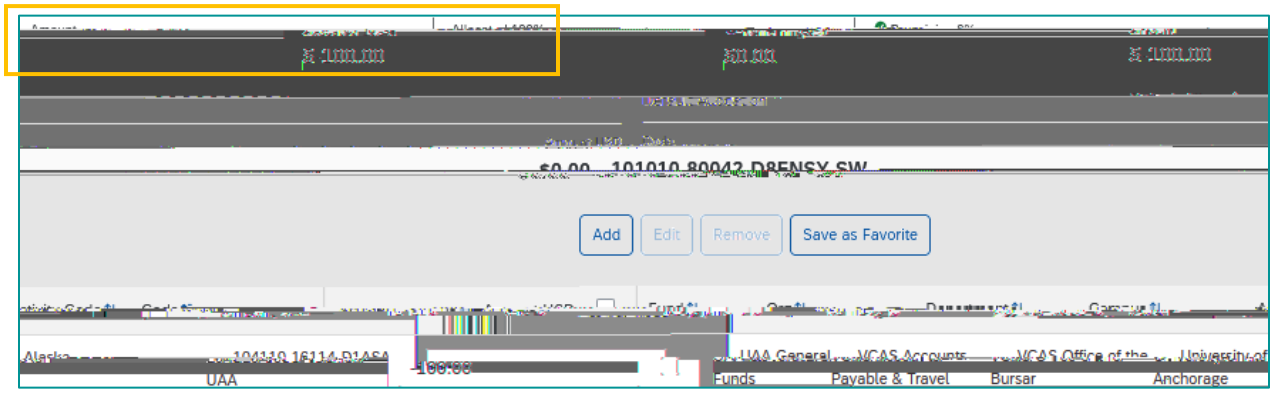
When a trip is completed, but airfare changes/cancellations result in a partial unused ticket credit, the following steps are taken to reconcile the charges, but ONLY if the trip is paid on restricted funds:

1. Create a Report for the completed trip and include the airfare expense
2. Allocate the airfare expense
   a. The amount used for the completed trip is allocated to the trip's restricted funding
   b. The amount received as an unused ticket credit is allocated to a department fund one

3. Once the partial credit is used, add any associated airfare expenses to the new trip's Report
4. Itemize the airfare expense



   a. The credit amount is itemized to the department fund one as a negative charge



b. The full airfare cost (pre-credit) is itemized to the new trip's restricted fund

5. If the new trip is paid on the same department fund one to which it was previously allocated, no itemizations are needed, and the airfareis expensed as is
6. If the new trip did NOT result in additional airfare costs (i.e. the credit covered the full cost of the airfare), then the department must