

Social Sciences Process for Travel Expenses impacted by COVID-19

This process applies to Social Sciences faculty, guests, students, and visitors.

If someone has out of pocket travel expenses:

- 1) Please have the travelers first contact the airlines, hotel, and conference to cancel and request a refund.
- 2) For amounts that are not reimbursed, please follow the process below. This includes if they only received a credit, not an actual reimbursement.

Process:

Faculty, guests, students, and visitors should work with their departments to complete the UCI Irvine Trip Cancellation form.

Please provide all supporting documentation, same as any travel reimbursement. Documentation should also include confirmation that an expense was not reimbursable upon cancellation. Save cancellation form and supporting documentation as a single PDF package.

Department manager should review documents for completeness then email the packet to Shelly Bennett-Burns at mebennet@uci.edu with the Subject Line: *Trip Cancellation: Traveler Last Name*.

The Business Office will review, obtain all signatures, and submit to Risk Services on behalf of the School.