

April 9, 2020

TRAVEL CANCELLATION DUE TO COVID-19

This information is specific to travel impacted as a result of the coronavirus (COVID-19). As the situation remains very fluid, please check the [MSU Moorhead Business Services](#) webpage for regular updates.

Step 1: Inquire if the vendor will provide a refund, regardless of how the airfare, lodging or conference registration was purchased.

Step 2: If the vendor will not provide a refund, obtain documentation of their response.

Step 3: If a credit/voucher was issued for airfare, complete the [Affidavit – COVID 19 Travel](#)

Depending on how your trip was paid, please see below:

Personal Expense

Submit an [Employee Expense report](#) with the following documentation:

- Expenses: receipts showing that the expense was paid in full
- Expenses that were not refunded: documentation as explained in Step 2.
- Airfare credit/voucher: completed affidavit as explained in Step 3.
- Cancellation fees (if applicable): include cancellation documentation

University Purchasing Card

- Refund: Ensure that the refund will be credited to your university purchasing card.
- No Refund: Send documentation as explained in Step 2 to Ginger Kallander.
- Credit/voucher was issued: Complete the travel affidavit explained in Step 3 and send to Ginger Kallander.

University Purchase Order

- Refund: Check issued to **Minnesota State University Moorhead** (you may need to request this from the travel provider)
- No Refund: Send documentation as explained in Step 2 to Denise Hudson.
- Credit/voucher was issued: Complete the travel affidavit explained in Step 3 and send to Denise Hudson.