

March 9, 2020

Dear Colleague,

TCU continues to work with local, regional and federal health authorities to monitor the coronavirus situation and review business continuity plans. With this in mind, TCU recognizes that in the coming weeks there may be the need to alter plans for university sponsored travel. We are aware that some professional conferences are being cancelled or moved to an online format. In addition, there may faculty or staff members who decide to not travel to minimize their risk of exposure.

As conferences and other business related travel may be canceled due to concerns over COVID-19, Accounts Payable will work with employees to process reimbursement requests in a timely manner.

For expenses that have been incurred, but not yet reimbursed, and cannot be refunded or transferred, please process reimbursements per TCU's existing process. We request that employees pursue refunds and/or transfers for airfare, hotels, conference registration fees, etc., and provide documentation of any reductions in expenses with the reimbursement request. Reimbursements will be processed minus any refunds. For example, if the registration fee previously paid for a conference was \$500 and a \$300 refund was granted at the point of cancellation, the reimbursement would be for \$200 (difference between amount originally paid and the refund received).

For expenses that have been paid through a travel advance, please pursue refunds and/or transfers to the greatest extent possible to offset the travel advance. Evidence will need to be provided for amounts not refundable/transferrable in order to have those amounts removed from the Employee's Account. For example, if the registration fee previously paid for a conference was \$500 and a \$300 refund was granted at the point of cancellation, the employee would need to return to TCU the \$300 refunded amount to credit his/her Employee Account. The employee would need to provide AP with evidence of the refunded amount (\$300) and original cost (\$500), and the remaining balance (\$200) on the Employee Account would be cleared. Any amounts refunded will need to be returned to the university through the Cashier's office (Sadler 2010).

Evidence could be in the form of email communication or a screen shot from the vendor indicating the action taken (refund, transfer, credit, etc.), amount of action and the original amount paid. For example, an airline provides employee with a credit for \$300 for a plane ticket (equal to cost of original ticket). In this case, the employee should provide AP either an email from the airline or a screen shot of the transaction from the airline's website showing the credit of \$300.

In cases where credits are provided, rather than cash refunds, employees are responsible for tracking the expiration date of the credit issued and only use the credit for business related travel. When the credit is used, the employee should include support of the original reimbursement/account clearing with the reimbursement request.

We realize that there are many different situations related to reimbursement of university sponsored travel. Please feel free to contact me if you have further questions regarding this process.

The policies that support this communication include the following:

- From Faculty Staff Handbook: *It is the policy of Texas Christian University ("TCU" or "University") to reimburse faculty and staff for properly authorized, necessary and reasonable expenses incurred in the conduct of University business or authorized in a budgeted grant or contract.*
- From Faculty Staff Handbook: *A faculty or staff member may request an expense advance for University-related expenses in lieu of using personal funds. Specific instructions for requesting an advance are included on the TCU Request for [Travel Advance Form](#).*

TCU administrators continue to meet daily to work through potential issues and plan for possible scenarios regarding this situation. We are deeply appreciative of the dedication you each demonstrate to TCU during this time of uncertainty.

Visit <https://www.tcu.edu/news/coronavirus.php> for up-to-date TCU-related coronavirus information.

Kind Regards,  
Kim Adams  
Texas Christian University  
Associate Vice Chancellor and Controller