

Please see information below regarding the cancellation of university travel due to the threat of COVID-19.

Bookings paid directly by the Traveler (not through Egencia)

- Travel expenses paid by BSU employees
 - All travelers will be reimbursed for any out of pocket expenses associated with travel cancelled
 - The traveler should request a refund for airfare or other travel expenses paid from personal funds, from the original payee
 - A travel voucher may be issued in lieu of a refund
 - It will be the department's responsibility to monitor any credit vouchers issued to employees for future university travel
- Travelers or their departmental travel delegate should request an employee reimbursement using Chrome River
 - Include documentation showing a refund was not issued for any travel cancelled – email from airline, etc.

Bookings paid directly by Ball State University (not through Egencia)

- Travel expenses paid directly to a host conference or hotel by BSU
 - Please request a refund via the original payment method, to BSU
 - If a university p-card was charged, request a credit to that card

Bookings through Egencia – Ball State University's dedicated travel booking tool –

For all bookings through Egencia please email or call the Travel Department – travel@bsu.edu, or 765-285-1327

- The Travel Department will assist you in cancelling any trip expenses previously processed through Egencia
 - Travel vouchers issued will be charged to departments, but will be monitored by the Travel Department and used for any future travel booked for employees eligible for travel vouchers
 - Please note that travel vouchers will be assigned to the original travelers, and will likely have expiration dates

Future Travel Bookings

- The Travel Department will allow an exception to the [Travel Policy](#) for travelers who wish to book reimbursable airfare during this time. Please note that any additional costs associated with reimbursable airfare will require department authorization and must be paid with departmental funds.

Please contact the Travel Department with any questions you may have regarding this information.

travel@bsu.edu
765-285-1327