Travel Expense Reimbursement Policy
March 9, 2020—Until Further Notice

On March 9, 2020, University administration released a statement that all University-sponsored international travel has been cancelled effective immediately. University-sponsored domestic travel is strongly discouraged and will be restricted to trips approved by the employee’s respective dean/vice president. Financial Records will reimburse travel expenses only under the following conditions:

Prepaid trips purchased prior to March 9, 2020, that have not departed:
- The employee should contact all providers who have been prepaid and request a refund if your trip is being cancelled.
- If a refund cannot be granted, the employee should pursue a credit or voucher toward future University travel.
- These efforts are to be documented and turned in with the expense report or credit card statement.
- All prepaid travel receipts must be turned in no later than March 31, 2020, to the Office of Financial Records to be considered a reimbursable expense. Any expenses received after this date will be considered a personal expense and charged to the employee’s personal account.
- Please do not rebook any travel at this time.

All upcoming domestic travel exceeding 50 miles from campus (whether or not plane tickets or accommodations have been purchased):
- All travel exceeding 50 miles from campus requires prior approval. Reimbursement for travel expenses requires written approval by the respective dean/vice president in order to be considered a reimbursable expense.
- Trips approved by the dean/vice president may purchase trip insurance for airline flights until further notice. The expense will need to be managed in the department’s budget.

Approval notification must come from the appropriate dean/vice president and be sent to the following departments in this format:

(Employee’s Name) is approved to travel to (location) for the purpose of (insert purpose) from (dates to and from). Please process the expenses for this trip accordingly.

Office of Financial Records: grosenthal@andrews.edu
Risk Management: nave@andrews.edu