

University Employees needing to cancel their travel plans

Clemson will reimburse you for reasonable* flight cancellation or change fees or any other non-refundable travel expense (e.g. registration, lodging, rental cars, etc...) you already incurred due to the COVID-19 virus. You are encouraged to ask for a “change fee waiver” which some airlines are granting under the current circumstances.

All documentation from the airlines regarding the cancellation must be submitted for the reimbursement to be processed. This should include scanned or emailed receipts, change fees, plane tickets, etc... directly related to the expense and should indicate clearly that it was canceled or is non-refundable.

Submit requests to your supervisor for approval as you would any other reimbursement

Reimbursements will process on Tuesday's and Thursdays as normal.

While an airline ticket or other expense may be considered non-refundable, in many instances you are given a “credit” that can be used towards future travel within a certain time period for these type of expenses. These details should be noted in your documentation and you are expected to apply that “credit” towards future Clemson business travel.

*Reasonable means an expense that is ordinary and reflects a prudent decision; not extreme or excessive.

as of March 3, 2020