



MEMORANDUM

DATE:

TO: CSUSM Corporation and CSUSM Travel Office

FROM:

SUBJECT: Cancellation of Reservations – COVID-19

Per CSU Travel Policy; ICSUAM 3601.01, Payment of Travel, section D and CSUSM Corporation Travel Guidelines; Section VIII, fees incurred as a result of cancelling/changing a trip will be covered if the cancellation/change was work related or due to unforeseen circumstances out of the control of the traveler. The traveler must make every effort to cancel/change any travel reservations and must return any refundable deposits.

Reason for travel event cancellation: COVID-19

By submitting the travel claim reimbursement for a cancelled travel event, I (traveler and/or preparer) confirm that the below steps have been taken:

- ✓ The individual made every effort to cancel and change any travel reservations and seek full reimbursement
- ✓ If a credit was issued, it will not be used for personal travel, but will be applied toward future CSUSM Corporation related business travel
- ✓ The department is responsible for tracking the flight credit and applying it to the next applicable business travel