Travel + COVID-19 - what to do?  
(Updated 5/22/2020)

Many travelers have concerns about their travel arrangements and reimbursement. Travel disruption is affecting everyone across the nation.

The Chancellor announced at the May 21 Briefing that he and the Executive Staff, along with approval by the Shared Governances, have agreed to restrict travel through June 30, 2021. The decision is in effort both to protect the health and safety of our Blugolds as well as protect the fiscal stability of the University.

The FY 21 Travel Policy for University and Foundation, Faculty, Staff and Students article provides additional information. You will find the document on the Chancellor’s Office Insider COVID-19 Briefings page under the May 14, 2020 entry.

Anyone who wishes to travel or attend a virtual event is to submit a request through the Shared Financial System (SFS) Travel Authorization module. The vice chancellor of your division will evaluate your travel request.

UW-Eau Claire has the safety and well-being of our students and employees as a top priority; and, the Firstsource Support Team is here to help!

Please look over applicable following sections:

- Cancellations
- Booking travel
- Reimbursement
- PT Logs

Cancellations

- Airfare:
  - Please contact Travel Manager, Shawn Seuferer, to discuss the cancellation of your airfare.
- Lodging booked:
  - Conference-designated hotel should be canceled directly with the hotel.
  - All other bookings should be canceled via online Concur booking tool.
  - Abide by the merchant’s cancellation terms to avoid late cancellation charges.
  - Per policy, UW System allows and reimbursed for a one-night required deposit.
  - Travel coordinators holding hotel contracts are to contact the UW System contracted agency or Purchasing for assistance.
- Rental vehicles booked:
  - Cancel on Concur or directly with the local merchant.

Contact the Firstsource Support Team, 715-836-3131, for assistance.
Booking Travel

In conjunction with the UW-Eau Claire Coronavirus travel restrictions restrictions through FY21, travel authorization must be approved by the vice chancellor of your division prior to booking travel with either with the UW System contracted agency or through Concur.

The Firstsource Support Team, 715-836-3131, is available to assist.

Reimbursement

CANCELED TRAVEL:

- If your travel is canceled, evidence must be included with the reimbursement request that the flight/lodging/conference is canceled due to COVID-19.
  - Include a statement in the Justification section, “Travel canceled due to COVID-19.”
  - The conference organization email or website announcement or Chancellor’s email is helpful to include along with receipts for any expenses.
  - To help the University track COVID-19-affected expenses, please add the project code: AAH7197 to your funding string.
- Event organizers are working with participants to refund registration fees.
  - If the organization returns your registration fees which you have already been reimbursed for, please return those registration fees to the University.
  - Please mail your check made out to UW-Eau Claire to the ASK Center, c/o Shawn Seuferer, 105 Garfield Ave, Eau Claire, 54701.
  - Include a note in the memo section, “Registration fees returned”.
  - A receipt will be returned to you via mail.

TRAVEL THROUGH JUNE 30, 2021:

- An approved travel authorization must be tied to the expense reimbursement request.

Contact the Firstsource Support Team, 715-836-3131, for assistance.

PT Logs

CANCELED TRAVEL:

- Attach some sort of evidence with the PT-card log that the flight/lodging/conference was canceled due to COVID-19.
  - The conference organization email or website announcement or Chancellor’s email is helpful to include along with receipts for any expenses.
  - Include a statement in the Notes and Comments section, “Travel canceled due to COVID-19.”
- Please enter the project code AAH7197 in the comment section of the log.

- Event organizers are working with participants to refund registration fees. If the organization returns your registration fees which you purchased with your PT-card, please return those registration fees to the University.
  - Please mail your check made out to UW-Eau Claire to the ASK Center, c/o Shawn Seuferer, 105 Garfield Ave, Eau Claire, 54701.
  - Include a note in the memo section, “Registration fees returned.
  - A receipt will be returned to you via mail.

- Please still attach receipts, bank statement, and conference information to the PT Log.

**TRAVEL THROUGH JUNE 30, 2021:**

- An approved travel authorization must be attached to the PT log along with the other required documents (agenda, US Bank statement, receipts).

As always, the Firstsource Support Team, 715-836-3131, is available to assist with your travel questions.