

# Expense Cancelled Travel

The only way to reconcile charges on the agency or travel card is by processing them on a Report. This includes charges incurred from a cancelled trip.

When a trip is cancelled and there are no Available Expenses from the agency or travel card

1. No Report is needed
2. Cancel the Request to clear it from the open Requests list

When a trip is cancelled and there are Available Expenses from the agency or travel card

1. Create and submit a Report to reconcile reimbursable expenses that did not result in a future credit
  - a. Includes fully/partially refunded expenses: original charge and corresponding refund
  - b. Includes agent/booking fees associated with the original booking or cancellation
2. Cancel the Request to clear it from the open Requests list

## Credited Expense

### Full Credit

When a trip is cancelled, and a full credit is issued for airfare (i.e. unused ticket credit) or other expenses (e.g. registration for a postponed conference)

1. Create and submit a Report to reconcile non-credited expenses including any change/cancellation fees for airfare
  - a. Includes fully/partially refunded expenses: original charge and corresponding refund
  - b.

## Partial Credit

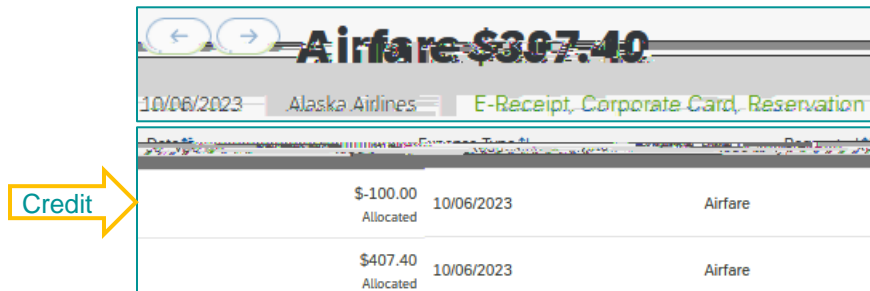
When a trip is completed, but airfare changes/cancellations result in a partial unused ticket credit, the following steps are taken to reconcile the charges, but ONLY if the trip is paid on restricted funds:

1. Create a Report for the completed trip and include the airfare expense
2. Allocate the airfare expense
  - a. The amount used for the completed trip is allocated to the trip's restricted funding
  - b. The amount received as an unused ticket credit is allocated to a department fund one



A screenshot of a financial system interface. The top section shows a transaction with a debit of 200.00 and a credit of 200.00. The credit is labeled 'Credit' with an arrow pointing to it. The interface includes various fields for account numbers, dates, and descriptions.

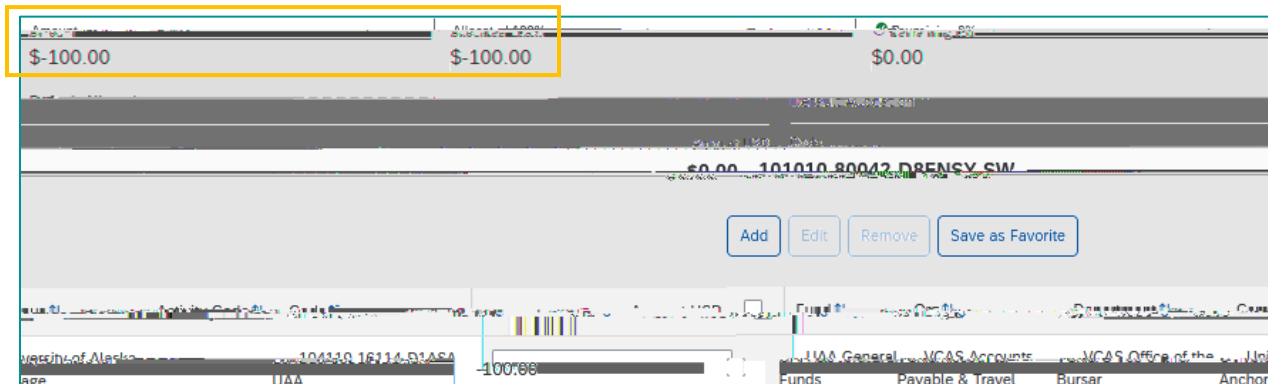
3. Once the partial credit is used, add any associated airfare expenses to the new trip's Report
4. Itemize the airfare expense



A screenshot of an 'Airfare \$307.40' report. The report shows two rows of allocated amounts: a \$100.00 credit and a \$407.40 debit, both dated 10/06/2023. An arrow labeled 'Credit' points to the \$100.00 row.

Amount	Allocated	Date	Description
\$-100.00	Allocated	10/06/2023	Airfare
\$407.40	Allocated	10/06/2023	Airfare

- a. The credit amount is itemized to the department fund one as a negative charge



A screenshot of a financial system interface showing a transaction with a debit of \$-100.00 and a credit of \$-100.00. The debit is highlighted with a yellow box. The interface includes various fields for account numbers, dates, and descriptions.

Amount	Allocated	Date	Description
\$-100.00	\$-100.00		
\$0.00			

