

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.120	1 of 2	July 1, 2009
Subject TRAVEL GENERAL – CANCELATION OF RESERVATIONS			

1. Lodging

- a. Employees who make confirmed reservations at a hotel or motel have the responsibility of canceling the reservations if they find that they are unable to fulfill the commitment.
- b. Expenses of a confirmed reservation that are cancelled for the convenience of the employee are not allowable and will not be reimbursed by the state.
- c. Expenses of a confirmed reservation cancelled at the request of the appointing authority when the trip becomes unnecessary, when physical conditions do not permit the appointed traveler or his designee to travel, or when the best interests of the state are served by cancellation, may be paid by the Department upon submission of an original invoice attached to an approved payment. An explanation must be provided on the payment. In the case where a cancellation is due to the illness of an employee, or serious illness or death of an immediate family member of the employee, the approval of the department director or his/her designee shall be required on the travel payment. In addition, a certified doctor's excuse may be required and if so, shall be attached to the travel payment voucher.

2. Transportation

- a. It is the state's policy to purchase the most economical airfare available. When this means purchasing airline tickets with non-refundable clauses or penalties for cancellation, this cost is allowable, if, the trip is cancelled at the request of the appointing authority when the trip becomes unnecessary, when physical conditions do not permit the appointed traveler or his/her designee to travel, or when the best interests of the state are served by cancellation. This may be paid by the Department upon submission of an original invoice attached to an approved payment. The payment must contain an explanation. In the case where a cancellation is due to the illness of an employee, or serious illness or death of an immediate family member of the employee, the approval of the department director or his/her designee shall be required on the travel payment. In addition, a certified doctor's excuse may be required and if so, shall be attached to the travel payment voucher.
- b. If the trip is cancelled for the convenience of the employee, the expense is not reimbursable to the employee, including any booking fees.
- c. Cancellation of tickets should be used as a last resort. Sufficient prior planning should be used to keep cancellations to the lowest possible level.
- d. When the employee/department purchases a ticket and then cancels it, the employee/department is responsible to pay any booking fees.

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3. **2.a, 2.b, 2.c, and 2.d** also apply to other forms of transportation when necessary.

4. Registration

- a. Employees who make registrations and find they are unable to fulfill the commitment have the responsibility of canceling or notifying the proper department personal so that the cancellation can be handled with the vendor.

Note: Some registrations are non-refundable or they are refundable at a specific rate or by a specific date, or they may be used by a different employee.

- b. Expenses of a confirmed registration that is cancelled for the convenience of the employee are not allowable and will not be reimbursed by the state.
- c. Expenses of a confirmed registration cancelled at the request of the appointing authority when the trip becomes unnecessary, when physical conditions do not permit the appointed traveler or his designee to travel, or when the best interests of the state are served by cancellation, may be paid by the Department upon submission of an original invoice attached to an approved payment. An explanation must be provided on the payment. In the case where a cancellation is due to the illness of an employee, or serious illness or death of an immediate family member of the employee, the approval of the department director or his/her designee shall be required on the travel payment. In addition, a certified doctor's excuse may be required and if so, shall be attached to the travel payment voucher.