

## **GSC Travel Reimbursement for Professional Events Canceled to Mitigate Spread of COVID-19**

The GSC and Graduate School are aware that many professional conferences have been canceled in an effort to mitigate spread of the coronavirus (COVID-19). If your event has been canceled for this reason, and if you have already paid for travel expenses related to your event for which you were allocated a GSC travel award, you may submit a request for reimbursement from the GSC up to the amount of your travel award. Per regular GSC travel award reimbursement procedures, your reimbursement request must be substantiated by receipts for the costs incurred.

***However, reimbursement is not guaranteed.***

- Normally, university funds cannot be spent on travel expenses if students do not actually attend their scheduled event.
- Due to the unique situation related to the coronavirus, the Graduate School will process GSC travel award reimbursement requests for eligible travel expenses up to the amount of a travel award.
- To process such requests, the Graduate School must receive documentation that a refund or credit will not be granted for approved [reimbursable expenses](#) (e.g., registration, airfare, lodging, rental vehicles).
- The K-State Division of Financial Services Accounts Payable may request additional clarification if needed.

**Follow the instructions below to request GSC travel award reimbursement for travel expenses related to an event that was canceled due to efforts to mitigate spread of COVID-19:**

1. Provide documentation of official notice from event organizers that the event was canceled due to coronavirus concerns.
2. **Registration** – If you registered for the event before receiving the cancellation notice, the GSC will process reimbursement for registration expenses only if you provide documentation of a notice from conference organizers that they will not reimburse registration fees.
  - If you are charged a **cancellation fee**, you may request reimbursement for the cancellation fee if you personally paid the registration fee. You must provide documentation of the registration payment and the cancellation fee.
3. **Lodging** – First inquire about canceling lodging reservations for a full refund or credit for a future reservation. The GSC will process reimbursement for lodging expenses only if you provide documentation from the lodging vendor that a refund or credit will not be granted. Note: It is possible that K-State Accounts Payable will not authorize payment if the reservation was made through a third-party vendor (Travelocity, Expedia, Hotwire, etc.).
4. **Airfare** – First inquire about canceling airfare reservations for a full refund OR credit for a future reservation. Due to the COVID-19 situation, many airlines are allowing customers to use their reservation at a later date. If you booked your reservation through a third-party vendor, the confirmation you received may state that the reservation is non-refundable and non-changeable.

You should still contact the airline directly to inquire about a refund or credit. The GSC will process reimbursement for airfare expenses only if you provide a copy of communication with the airline documenting that an airfare refund or credit will not be granted.

5. Complete the Travel Reimbursement form and W9 form available on the [GSC Travel Reimbursement Instructions](#) webpage. Submit these documents with signed original receipts for expenses that you are seeking reimbursement, along with appropriate documentation as noted above. ***Please be sure to include your signature on all documents.*** If your event was canceled, you are not required to submit the impact statement.
6. Submit all required documents via email to [gsctravel@ksu.edu](mailto:gsctravel@ksu.edu). Because many staff are now working remotely from home, it is best if reimbursement materials be submitted via email.
  - However, staff will periodically visit the office to check physical mail, so hard copy materials may be submitted to the Graduate School (113-119 Eisenhower Hall).
  - Please submit materials no later than 10 business days after your professional event was originally scheduled to end. Because it may take some time to collect required documentation listed above, we will allow more time for you to submit reimbursement materials. If the 10 business day deadline is approaching and you are still working on collecting required documentation, please send a notification to [gsctravel@ksu.edu](mailto:gsctravel@ksu.edu), and we will consider your request for more time to submit reimbursement materials.
  - Reimbursement processing typically takes 4-6 weeks from the time your materials are submitted to the Graduate School. Given the current situation and reduced staff on campus, reimbursement processing time is likely to take longer than 4-6 weeks.

#### **Information regarding future travel events:**

- Within a fiscal year (July 1-June 30), a graduate student may be awarded a maximum of \$500 for domestic travel (within the U.S.). If a graduate student engages in international travel (outside the U.S.), he or she may be awarded a maximum of \$750 within a fiscal year. Claiming reimbursement for travel expenses related to an event that was canceled due to COVID-19 concerns will count toward the maximum travel allocation you may receive within a fiscal year (July 1-June 30). For events that are scheduled to begin July 1, 2020 and later, as long as you meet other eligibility requirements, you will again be eligible to receive the maximum travel award amounts.
- The GSC will continue to accept travel award applications for events scheduled in June and beyond, and applications must be submitted by the appropriate deadline. However, per the [announcement made on March 14](#), **all university-affiliated or sponsored travel is banned until further notice, and students should not make travel arrangements until the ban is lifted.**

Please direct questions related to GSC travel awards to [gsctravel@ksu.edu](mailto:gsctravel@ksu.edu), or contact the Graduate School at 785-532-6191, 113-119 Eisenhower Hall.