

**Colby College Faculty**  
**COVID-19 Related Travel Cancellation Information**

**Is faculty travel suspended due to the COVID-19 pandemic?**

Yes. All Colby-sponsored travel is suspended due to the COVID-19 pandemic. All travel scheduled during the suspension should be cancelled.

**I paid for travel that was cancelled due to the COVID-19 pandemic. Can I still be reimbursed?**

Yes. If you have already paid for travel that was cancelled, the college will reimburse you for non-refundable portions of your travel. Please submit the usual travel expense reimbursement form along with the attached COVID-19 Related Travel Cancellation Information Form.

**I received a refund for cancelled travel for which I have already received an expense reimbursement. What do I do?**

If you received a refund for travel expenses for which the college has already reimbursed you, you should forward a check for the total amount made out to Colby College, along with the attached COVID-19 Related Travel Cancellation Information Form.

**I had plans to travel in the future. Can I go ahead and make those travel arrangements?**

No. Unfortunately, at this time, we are asking everyone to refrain from making any travel arrangements or commitments until the suspension has been lifted.

**I received an airline or conference registration credit that I would like to use in the future. What do I do?**

You may use travel credits for future travel. Please note any credits that you intend to use on the Faculty Professional Travel Cancellation Form.

**I was unable to use my professional travel, start-up, research, or endowed chair funding this year due to COVID-19 related travel restrictions. Can I use it next year?**

Unfortunately, we are unable to roll-over professional travel funding into next year. As usual, you may request the roll-over of unused endowed chair funds or special research funding from the Provost's Office at the end of the year. The timeline for using start-up funds will not change. You may use airline or travel credits for college-related travel in the future.

**Will I get a "credit" to my start-up fund, endowed chair, or research fund for expenses that were non-refundable to the college?**

At this time there are too many variations of this question to be able to declare a blanket policy. We will process these requests on a case-by-case basis. Please use the attached COVID-19 Related Travel Cancellation Information Form to submit requests to the Provost's Office for consideration.

We appreciate your patience and cooperation as we work through managing the reimbursement process in these unusual circumstances.

**Colby College Faculty**  
**COVID-19 Related Travel Cancellation Information Form (Fillable)**  
*Please Submit to the Provost Office at [facultyreimbursement@colby.edu](mailto:facultyreimbursement@colby.edu)*

Name:	
Department:	
Dates of Travel:	
Purpose and Location:	
Account Number:	

Summary of Expenses Incurred, Refunds and Credits for Cancelled Travel Paid by You				
	Amount Paid by You	Amount Refunded to You	Credits Issued to You (include airfare credit)	I Plan on Using Credits Issued for Colby Travel in Future (Y/N)
Conference Registration	\$	\$	\$	
Hotel	\$	\$	\$	
Airfare/Transportation	\$	\$	\$	
Other	\$	\$	\$	
Totals	\$	\$	\$	
Total Expenses reimbursed to you by Colby for this trip:			\$	
Total expenses refunded to you but already reimbursed by Colby (Please submit a check payable to Colby College with this form.)			\$	

Summary of Expenses Incurred, Refunds and Credits for Cancelled Travel Paid by Colby (Through Direct Travel or Colby Credit Card)				
	Paid by Colby	Refund Issued to Colby	Credits Issued to Colby (include direct billed airfare credit)	I Plan on Using Credits Issued for Colby Travel in Future (Y/N)
Conference Registration	\$	\$	\$	
Hotel	\$	\$	\$	
Airfare/Transportation	\$	\$	\$	
Other	\$	\$	\$	
Totals	\$	\$	\$	

I am requesting reimbursement for non-refundable expenses paid for by myself. (Please attach travel reimbursement form and appropriate receipts with this request.)

Name (page 2):	
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Please include any other relevant circumstances or special requests below: