UNH Employee Business Travel Cancellation and Reimbursement

The safety of our entire community remains our priority and all campuses remain vigilant in their monitoring, planning and response to new developments surrounding the COVID-19 (coronavirus). Due to the fluidity around the advancement of the virus, we ask all employees to carefully consider all upcoming University of New Hampshire related travel. For those employees with current travel plans who choose not to travel, please appeal first to your airline, hotel, car rental and other travel partners and request a refund or future credit. After reasonable attempts have been made and if unsuccessful, please provide your documentation to your campus business service partner and those expenses will be covered regardless of source of funding.

For now, we are operating under the current rules for allowable cost on federal contracts and grants (including flow-through), which would prohibit reimbursement for pre-paid travel expenses in the case of cancellation by the traveler. We are monitoring communications from federal agencies and will update the community as further guidance becomes available.

Please investigate if a technology option can be utilized for remote participation before booking future travel. During this fluid period, please make reservations that are refundable. This is a temporary exception to our travel policy and we will advise when this reverts back to our current rules.

Ongoing coronavirus updates will continue. In the interim, please continue to rely upon guidance from the Center for Disease Control, the World Health Organization and the NH Department of Health and Human Services.

Cathy Provencher, Interim Chief Financial Officer