

## Cancelled Travel Conferences

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To: alldistrict <all.district@nocccd.edu>

Hi All –

Due to the COVID-19 (novel coronavirus) outbreak and the Chancellor's memo to suspend nonessential travel, the Accounting department would like to make sure all staff involved in cancelling their travel arrangements review the following instructions.

- If you have prepaid for any expense with your own funds, please request a reimbursement through our email address ([travel@nocccd.edu](mailto:travel@nocccd.edu)). We do not want you to incur any expense while waiting for refunds for transportation, lodging, nor registration.
- As you cancel your travel plans, we ask that you request refunds for all prepaid expenses to minimize the impact on your department's budget. Even if you can't get a refund, you may be able to get a credit towards future use.
- Accounting is working on a new travel expense report (TER) designed for cancelled conferences or conferences you could not attend. It will address any refundable expenses that may result in a need to issue a check back to the District.

Please be assured we are working hard to handle this situation in a way that supports all our affected employees. Linda Baxter, in the Accounts Payable department, will be available to assist with any questions. She can be reached at (714) 808-4740 or via email at [lbaxter@nocccd.edu](mailto:lbaxter@nocccd.edu).

Thank you.

Kashu

**Kashmira Vyas, CPA**

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