Expense Cancelled Travel

The only way to reconcile charges on the agency or travel card is by processing them on a Report. This includes charges incurred from a cancelled trip.

When a trip is cancelled and there are no Available Expenses from the agency or travel card

1. No Report is needed
2. Cancel the Request to clear it from the open Requests list

When a trip is cancelled and there are Available Expenses from the agency or travel card

1. Create and submit a Report to reconcile reimbursable expenses that did not result in a future credit
    a. Includes fully/partially refunded expenses: original charge and corresponding refund
    b. Includes agent/booking fees associated with the original booking or cancellation
2. Cancel the Request to clear it from the open Requests list

Credited Expense

Full Credit

When a trip is cancelled, and a full credit is issued for airfare (i.e. unused ticket credit) or other expenses (e.g. registration for a postponed conference)

1. Create and submit a Report to reconcile non-credited expenses including any change/cancellation fees for airfare
    a. Includes fully/partially refunded expenses: original charge and corresponding refund
    b. Includes agent/booking fees associated with the original booking or cancellation
2. Create but do not submit a "dummy ER" for the credited expense(s)
    a. Postdate the Business Travel End Date in the Header to the month of credit expiration (or one month prior if the user wants email notifications as reminders to use the credit)
    b. Assigning the expense to a Report prevents reminders from Concur for an unassigned card transaction
    c. Postdating the Business Travel End Date delays reminders from Concur for an unsubmitted Report
3. Once the credit is used, move the associated expense from the "dummy ER" (old trip) to the new Report (new trip)
4. Delete the "dummy ER" if no longer needed
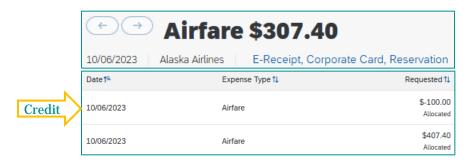5. Once the new trip ends, complete and submit the new Report

Partial Credit

When a trip is completed, but airfare changes/cancellations result in a partial unused ticket credit, the following steps are taken to reconcile the charges, but ONLY if the trip is paid on restricted funds:
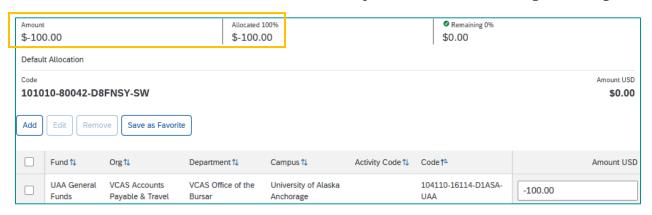
1. Create a Report for the completed trip and include the airfare expense
2. Allocate the airfare expense
   a. The amount used for the completed trip is allocated to the trip's restricted funding
   b. The amount received as an unused ticket credit is allocated to a department fund one

Fund ⇅	Org ⇅	Department ⇅	Campus ⇅	Activity Code ⇅	Code ↑≡	Amount USD
SW General Funds	Financial Systems Operations	Financial Systems	University of Alaska Statewide		101010-80042-D8FNSY-SW	200.00
UAA General Funds	VCAS Accounts Payable & Travel	VCAS Office of the Bursar	University of Alaska Anchorage		104110-16114-D1ASA-UAA	107.40 ⟵ Credit

3. Once the partial credit is used, add any associated airfare expenses to the new trip's Report
4. Itemize the airfare expense

← → Airfare $307.40
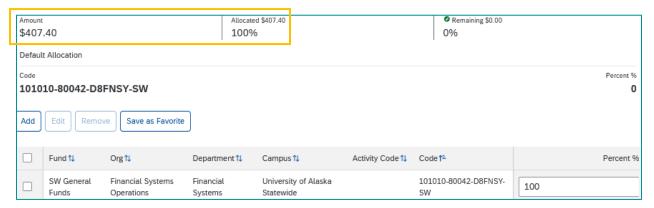
10/06/2023 | Alaska Airlines | E-Receipt, Corporate Card, Reservation

Date ↑≡	Expense Type ⇅	Requested ⇅
Credit ⟶ 10/06/2023	Airfare	$-100.00 Allocated
10/06/2023	Airfare	$407.40 Allocated

a. The credit amount is itemized to the department fund one as a negative charge

Amount	Allocated 100%	✓ Remaining 0%
$-100.00	$-100.00	$0.00

Default Allocation

Code	Amount USD
101010-80042-D8FNSY-SW	$0.00

Add | Edit | Remove | Save as Favorite

	Fund ⇅	Org ⇅	Department ⇅	Campus ⇅	Activity Code ⇅	Code ↑≡	Amount USD
☐	UAA General Funds	VCAS Accounts Payable & Travel	VCAS Office of the Bursar	University of Alaska Anchorage		104110-16114-D1ASA-UAA	-100.00

b. The full airfare cost (pre-credit) is itemized to the new trip's restricted fund

Amount	Allocated $407.40		Remaining $0.00
$407.40	100%		0%

Default Allocation

Code	Percent %
101010-80042-D8FNSY-SW	0

Add | Edit | Remove | Save as Favorite

	Fund ⇅	Org ⇅	Department ⇅	Campus ⇅	Activity Code ⇅	Code ↑⇱	Percent %
☐	SW General Funds	Financial Systems Operations	Financial Systems	University of Alaska Statewide		101010-80042-D8FNSY-SW	100

5. If the new trip is paid on the same department fund one to which it was previously allocated, no itemizations are needed, and the airfare is expensed as is
6. If the new trip did NOT result in additional airfare costs (i.e. the credit covered the full cost of the airfare), then the department must JV the airfare cost from the fund one to the new trip's funding

Expired Credit

In the event the unused ticket credit expires, the outstanding expense is charged to an unrestricted fund:

1. Use the "Credit Card Aging" report to identify outstanding agency and travel card charges that require action
2. Cross reference with the "Unused Ticket Credit" report to identify expired ticket credits
3. Create from the associated Request (or use existing "dummy ER") and submit a Report for the now sunk costs
   a. Change the Report Name to "Expired Unused Ticket Credit"
   b. Ensure funding in the Header is a department fund one
   c. Do not add a Travel Allowance since there is no travel status to document