Travel Scenarios

Outline below – a chart follows on page 2 if you are more of a visual person.

1. ***Paid with PCard*** for a trip that was cancelled
   a. Refund issued - have the vendor put the refund back onto the PCard that was used.
   b. Credit for future travel
      i. Future Wesleyan travel has already been booked – attach the support for the future travel and follow the prepaid expense policy outlined [here](#).
      ii. Future Wesleyan travel has not already been booked – see Appendix A below.
      iii. Credit will be used for future personal travel – complete a deposit transmittal in order to deposit the check to the original account charged and attach a copy of the deposit transmittal to the voucher.
2. ***Employee has been reimbursed*** for a trip that was cancelled
   a. Refund issued - complete a deposit transmittal and deposit the refund to the smartkey that was originally charged.
   b. Credit for future travel
      i. Future Wesleyan travel has already been booked – attach the support for the future travel and follow the prepaid expense policy outlined [here](#).
      ii. Future Wesleyan travel has not already been booked – see Appendix A below.
      iii. Credit will be used for future personal travel – complete a deposit transmittal in order to deposit the check to the original account charged and attach a copy of the deposit transmittal to the voucher.
3. ***Employee paid*** for a trip that was cancelled with personal funds and has ***not yet been reimbursed*** by Wesleyan
   a. Refund issued - do not request a reimbursement and keep the refund.
   b. Credit for future travel
      i. Future Wesleyan travel has already been booked – submit a voucher for reimbursement, attach the support for the future travel and follow the prepaid expense policy outlined [here](#).
      ii. Future Wesleyan travel has not already been booked – see Appendix B below.
      iii. Credit will be used for future personal travel – do not request a reimbursement and keep the credit.

If no refund or credit is provided, you must attach proof directly from the hotel/airline/conference stating that as the case.

CHART

Payment Method	Paid with PCard for a trip that was cancelled	Employee reimbursed for a trip that was cancelled	Employee paid for a trip that was cancelled and has not yet been reimbursed by Wesleyan
Remuneration Method			
Refund Issued	Have the vendor put the refund back onto the PCard that was used.	Complete a deposit transmittal and deposit the refund to the smartkey that was originally charged.	Do not request a reimbursement and keep the refund.
Credit issued and future Wesleyan travel has already been booked	Attach the support for the future travel and follow the prepaid expense policy outlined [here]().	Attach the support for the future travel and follow the prepaid expense policy outlined [here]().	Submit a voucher for reimbursement, attach the support for the future travel and follow the prepaid expense policy outlined [here]().
Credit issued and future Wesleyan travel has not already been booked	This is considered a travel advance. See Appendix A below.	This is considered a travel advance. See Appendix A below.	This is considered a travel advance. See Appendix B below.
Credit issued that will be used for future personal travel	Reimburse Wesleyan by completing a deposit transmittal to the original account charged and attach a copy to the Pcard voucher.	Reimburse Wesleyan by completing a deposit transmittal to the original account charged and attach a copy to the original expense reimbursement voucher.	Do not request a reimbursement and keep the credit.

Appendix A – Already reimbursed for a trip

- Email wescash@wesleyan.edu with the following information:
  - Voucher ID for original reimbursement/pcard charge.
  - Supporting documentation indicating a refund is not available and a future credit provided.
- Finance will provide a credit to the original smartkey/account.
- Use the credit for future Wesleyan travel.

After the future trip is taken

- Submit a completed voucher/travel expense report within 30 days after return from travel. Be sure to complete page 2 of the expense report, indicating the accounting of expenses by smartkey(s) and account(s). The expense report can be found in your Employee Portfolio in the Administrative Applications section. Include all receipts and documentation supporting business expense.
- When the Finance Office receives a completed travel expense report, the advance is cleared and departmental smartKey/account charged.
- Any unused funds should be deposited - email wescash@wesleyan.edu.
- If funds are due to the traveler, the Finance Office will process a smart voucher for payment. Contact wescash@wesleyan.edu with any questions regarding travel advance policy and procedure.

Appendix B - Not yet been reimbursed and trip not booked

- Complete an accounts payable voucher using the original intended smartkey. Attach supporting documentation indicating a refund is not available and a future credit is provided.
- Save and budget check this voucher to get a voucher number.
- Email wescash@wesleyan.edu with the voucher number who will change the smartkey and process the voucher for reimbursement.
- Use the credit for future Wesleyan travel.

After the future trip is taken

- Submit a completed voucher/travel expense report within 30 days after return from travel. Be sure to complete page 2 of the expense report, indicating the accounting of expenses by smartkey(s) and account(s). The expense report can be found in your Employee Portfolio in the Administrative Applications section. Include all receipts and documentation supporting business expense.
- When the Finance Office receives a completed travel expense report, the advance is cleared and departmental smartKey/account charged.
- Any unused funds should be forwarded with the Expense Report to wescash@wesleyan.edu.

- If funds are due to the traveler, the Finance Office will process a smart voucher for payment. Contact wescash@wesleyan.edu with any questions regarding travel advance policy and procedure.