

To: Colleagues
From: Felipe R. Lopez, Vice President of Business Services
Date: March 11, 2020
Subject: Temporary Modifications to AP 6900 Employee Travel

As a result of concerns surrounding coronavirus, many conferences and travel arrangements have been cancelled. Employees who are unable to honor a reservation due to a change or cancellation of a trip shall be responsible for cancelling the reservation in compliance with the cancellation terms established by the vendor. Therefore, **effectively immediately through June 30, 2020**, the following modifications to AP 6900 will be in effect.

Authorized Expenses and Reimbursements

If a trip paid for with district funds must be canceled or changed, it is the responsibility of the employee to return any refundable deposits to the district. Charges or lost refunds as a result of canceling or changing a trip will be reimbursed by the district if the cancellation/change was work related or due to unforeseen circumstances out of the control of the employee. A well-documented business justification, along with all back-up substantiating documentation, including receipts of the original purchase and cancellation, must be submitted with the travel expense claim and approved by the appropriate Vice President and/or President.

Any airfare credits issued to the employee must be managed at the department level and must be used for future business travel.

Employees are expected to purchase the most economical airfare in advance to secure the lowest rate. However, at this time of global health uncertainty, we are recommending that employees purchase fully refundable flights because unforeseen circumstances may cause changes in travel plans.

Please note employees seeking district travel to a CDC Level 3 country (China, South Korea, Iran, and Italy) or U.S. State Department Level 4 country (China and regions of Italy): we are asking to postpone your plans.

We are also asking all employees to communicate with their area Vice President regarding any district traveling plans—even if those plans were previously agreed upon.

This situation remains dynamic, so we recommend that you contact your area Vice President, before booking flights to areas that may be impacted.

STAY CONNECTED



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