

From: Jacqueline Sabanos
Sent: Friday, March 20, 2020 3:23 PM

Travel Cancellation Instructions

First, identify the expense line item(s) that need to be cancelled (airfare, hotel and conference registration) and make sure to contact the vendor to cancel your reservation as well as inquire if you have been charged with cancellation fees or if it's nonrefundable. Once you are able to cancel and gather your information in regards to cancellation fees/nonrefundable (If you have fees incurred, make sure to ask for a receipt of the transaction), please review the following list below to determine the next course of action.

If you have an Approved TA (you already received an Approval email from President Turner Cortez):

- If you have cancellation fees incurred that cost you out of pocket, **do not cancel your approved TA**. Please email fyumul@sdccd.edu for next course of action.
- If you have prepaid line items and vouchers/checks were issued, by the District **do not cancel your approved TA**. Please email fyumul@sdccd.edu for next course of action.
 - Please have vendor send refund check to our District office with **your name and Travel Authorization# for reference.**
San Diego Community College District
Fiscal Services
3375 Camino del Rio S, San Diego, CA 92108
- **If you have no cancellation fees incurred that cost out of pocket, you can cancel your approved TA in Peoplesoft.**
 - To Cancel Approved TA in Peoplesoft:
Finance Dashboard→Travel &Expense→Travel & Expense Center→Click Travel Authorization→Click Cancel→Click Search button→Check the box of the TA# that you need to cancel→Click Cancel button

If you have a Submitted TA (currently submitted and has not been approved by VPA Sabanos or President Turner Cortez):

VPA Sabanos will push back your submission on your queue and advise you to:

- Please email fyumul@sdccd.edu the following information below and will determine the next course of action.
 - If you have cancellation fees incurred that cost out of pocket. If you have no cancellation fees incurred, please also email fyumul@sdccd.edu in order to cancel your submission request.

If you have not submitted a TA, but incurred cancellation fees out of pocket:

- Please email fyumul@sdccd.edu and will determine the next course of action.