

Cancelled Travel

In cases where a traveler is unable to attend an event for which travel reservations (including airline or hotel reservations and conference registration) have been pre-paid by the College, the traveler must seek a refund of the fees prior to the travel/event. Refund requests should be documented. Refunds should be made payable to HVCC.

If no refund is received and if the cancellation was made for the personal benefit of the employee, it shall be the employee's obligation to repay the College. If the traveler's failure to attend the event was caused for reasons beyond the employee's control, and those reasons are acceptable to the College, e.g., unforeseen illness or emergency, the College will assume the expense. An explanation must be submitted with the Travel Expense Report in addition to the documentation substantiating refund request.

For fees paid using personal funds, the College will reimburse the employee when cancellation is due to circumstances beyond travelers' control. Proof of an attempt to obtain a refund and the denial must be included with reimbursement request. Fees that were incurred due to travelers' negligence are not deemed valid business expense and therefore will not be reimbursed.

Substitution of Expenses

Reimbursement will not be made for any expenditure which is in lieu of a normally reimbursable expense, e.g., when an employee elects to stay at a relative's or friend's home instead of a commercial lodging establishment. Also, if an employee elects to extend their travel beyond the HVCC business related travel dates – reimbursable expenses end as of the close of the business event attended.

For example, an employee travels to Portland, OR for a two-day conference on April 24 and 25. Round-trip airfare, hotel reservation and registration fee have been prepaid by the College. The conference ends at 1:30pm on the 25th but the employee elects to extend their stay by 4 days for personal travel. Any expense incurred after 1:30pm on April 25 would not be reimbursed by the College, including any changes to airfare. Any and all requests for reimbursement related to the conference would have to be supported by appropriate documentation and submitted with the Travel Expense Report.