



Date: March 17, 2020

From: Corporate Controller's Office

Subject: Cancelled Travel on Sponsored Awards

All travel costs charged to grants and contracts must be reasonable and comply with policies established by Penn State University, Federal regulations and the sponsoring agency terms, conditions and regulations.

In response to an outbreak of respiratory illness caused by the coronavirus (COVID-19), many conferences on sponsored awards are being cancelled, where the traveler has already incurred travel costs such as airfare and lodging deposits. The traveler should attempt to obtain reimbursement. If reimbursement is not possible, cancellation fees, change fees, and non-reimbursable travel costs incurred are allowable on sponsored awards in the event the conference is cancelled, given the terms and conditions of the sponsored award allow for travel costs. However, if the employee opts out of travel or the University mandates that the travel not occur, these costs are considered unallowable.

The supporting documentation for the payment must include the reason for the cancellation; the intended purpose of the travel had it not been canceled; and the original, unused airline ticket (if the charge relates to an unused airline ticket).

Links to the National Institutes of Health (NIH) and the National Science Foundation (NSF) guidance on travel and meetings can be found at:

NIH: <https://www.nih.gov/health-information/nih-guidance-travel-meetings>

NSF: [https://www.nsf.gov/pubs/2020/nsf20053/nsf20053.jsp?WT.mc\\_id=USNSF\\_80#q10](https://www.nsf.gov/pubs/2020/nsf20053/nsf20053.jsp?WT.mc_id=USNSF_80#q10)

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