*(INSERT DATE)*

Hello (*TRAVELER*),

This notice is regarding UW travel compliance for change/cancellation of travel plans.

In order to be eligible for reimbursement of travel costs incurred, in which a change/cancellation of travel plans has occurred, one of the following cancellation conditions must be met:

* UW business
* Cancelled conference/meeting
* Airline cancelled flight
* Unexpected death of a family member
* Traveler's own unexpected illness which kept them from taking the business trip or continuing the trip as planned and is not due to the traveler's own misconduct/negligence or personal preference
* The department has made the determination that if the travel were to take place, the health and safety of the traveler would be at risk

An attempt must be made to acquire full or partial refund and/or other credits/vouchers/certificates the vendor may offer. Full or partial refunds must be paid back to the University using the following procedure:

 *(INSERT DEPARTMENT CHECK RECEIVING/DEPOSIT PROCEDURE HERE)*

If possible, any credits/vouchers/certificates/etc. received must be given back to the department or used for future UW business. Any that are not able to be given to the department or for future UW business are forfeited.

If no reimbursement has been given and you elect to not be reimbursed, then it is allowable for you to keep the credit/voucher for personal use. Any credits/vouchers are not permissible for personal use if you have received reimbursement, unless the reimbursement is paid back in full. Please see repayment instructions above should you wish to do so.

If a credit/voucher were used for personal use without refunding the University of Washington for the original amount of the entire ticket, doing so would be considered theft of state resources, accompanied with ethics violations. The following would apply:

* Theft
* A loss of state resources
* Loss of assets due to the actions of a state employee
* UW Management is required to file a fraud report with the State Auditor’s Office (SAO)
* If a department learns about a case such as this, the department is required to report this situation to the SAO or to UW Internal Audit. If reported to Internal Audit, they will then report to the SAO via the SAO Fraud Reporting Line (expectation by SAO is that this is reported within 48 hours of it becoming known to the State Agency.

If you have any questions regarding the above information, please contact us.

Thank you,

*(INSERT DEPARTMENT NAME*)