

Employee Type	Cancelled On/Before or After 3/6/20?	Who Cancelled?	Airfare Cost Paid via?	What about the Airfare Credit?	Charge Airfare Cost to	Charge Airfare Cancellation Fee to	Other Considerations	
UH or RCUH ¹	On/Before	Host	PO or PCard	Credit in Traveler's Name for future business use only ²	1. RTRF, if trip was originally funded by Private, Federal ⁴ 2. Tuition or RTRF, if trip was originally funded by Tuition or RTRF, respectively 3. RCUH Revolving, if trip was originally funded by RCUH Revolving 4. UHF, if trip was originally funded by UHF		Travel Completions should be submitted for cancellations to officially close out those trips. Airfare cost and cancellation fees, if paid by the traveler, may be reimbursed on those travel completions. --- Travel Advances will not be processed until further notice. --- "Refundable" tickets not allowed. "Changeable" tickets allowed. --- Travel insurance not allowed.	
			Traveler	Credit in Traveler's Name for future business or personal use ³	If credit will be used for future business, airfare cost will be reimbursed at time of future travel completion on appropriate fund	See box above		
		Traveler (for personal reasons)	PO or PCard	Credit in Traveler's Name for future business use only ²	1. RTRF, if trip was originally funded by Private, Federal ⁴ 2. Tuition or RTRF, if trip was originally funded by Tuition or RTRF, respectively 3. RCUH Revolving, if trip was originally funded by RCUH Revolving 4. UHF, if trip was originally funded by UHF			
			Traveler	Credit in Traveler's Name for future business or personal use ³	If credit will be used for future business, airfare cost will be reimbursed at time of future travel completion on appropriate fund	See box above		
	After	Host	PO or PCard	Credit in Traveler's Name for future business use only ²	1. RTRF, if trip was originally funded by Private, Federal ⁴ 2. Tuition or RTRF, if trip was originally funded by Tuition or RTRF, respectively 3. RCUH Revolving, if trip was originally funded by RCUH Revolving 4. UHF, if trip was originally funded by UHF			
			Traveler	Credit in Traveler's Name for future business or personal use ³	If credit will be used for future business, airfare cost will be reimbursed at time of future travel completion on appropriate fund	See box above		
		Traveler (for personal reasons)	PO or PCard	Credit in Traveler's Name for future business use only ²	1. RTRF, if trip was originally funded by Private, Federal ⁴ 2. Tuition or RTRF, if trip was originally funded by Tuition or RTRF, respectively 3. RCUH Revolving, if trip was originally funded by RCUH Revolving 4. UHF, if trip was originally funded by UHF			Traveler's personal funds
			Traveler	Credit in Traveler's Name for future business or personal use ³	If credit will be used for future business, airfare cost will be reimbursed at time of future travel completion on appropriate fund	Traveler's personal funds		

1 - Although RCUH has not officially announced guidelines for its employees, JABSOM will be applying UH's guidelines for its employees to JABSOM RCUH employees for consistency's sake until further notice.

2 - Traveler and his/her JABSOM Department/Program shall track credit and ensure ticket is used for future business only (no personal use)

3 - Traveler may use credit for either 1) business or 2) personal use. If used for 1) business, traveler will be reimbursed ticket cost upon filing of travel completion for future business trip.

4 - Reference NIH Notice No. NOT-OD-20-086 for more information: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html>

5 - Reference UH COVID-19 Travel Information page: <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/travel-information/>