Stephen F. Austin State University Travel Office
FAQs in response to COVID-19

*All university-sponsored student and employee international and non-essential domestic travel is suspended indefinitely.
*All university-sponsored student and employee essential domestic travel must be approved in advance by the appropriate vice president.

For travel situations not addressed below, please contact the Travel Office. Some scenarios are unusual and the Travel Office is working through these on a case-by-case basis. Adding extensive comments on Travel Authorizations (TA’s) and Travel Reimbursements (TR’s) will help the Travel Office (e.g., if a TA is submitted for ONLY TCard charges, include this information).

What is considered non-essential and essential travel?
- Refer this question to your supervisor. Written approval from the respective vice president must be attached to any TA.

I submitted a TA and the trip is canceled. How do I cancel the TA?
- If TA has been approved:
  - in the Travel Module, go to the authorization list for that traveler
  - select the travel that was cancelled
  - go to the top to select “more actions” and choose “release budget”
  - the TA will not be deleted but it will unencumber the funds
- If TA has been submitted but not yet approved:
  - in the Travel Module, determine where the TA is the approval process (Status History tab)
  - ask the approver to deny the TA

Airfare/hotel or other travel expense was paid by a TCard. They will not issue a credit back to the TCard. What is my next step?
- Match the TCard charge to the TR form and include comments about the circumstances. If a credit is given in the form of a voucher, such as airfare, email the Travel Office the amount and documentation.
- NOTE: TR’s should never be deleted if there is an associated TCard charge.

What about prospective employees?