

## 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).

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### **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?**

- Reference Employee FAQ here: <http://www.sfasu.edu/life-at-sfa/health-safety/health-clinic/coronavirus/staff/employee-faq>