



CANCELLED TRIP NOTIFICATION

THIS COMPLETED FORM SHOULD BE SENT TO UPS AT expenseexception@finance.rutgers.edu

I cancelled a previously booked trip for official Rutgers, The State University of New Jersey business.

Name and contact information for the Rutgers' personnel responsible for the travel.

Business Unit:	_____	Total Trip Paid:	_____
Contact Name:	_____	Total Refunded by Supplier	_____
Phone:	_____	Residual credit:*	_____
Trip Date:	_____		

*Held by supplier

Merchant Information: _____ Business Purpose (may attach additional sheets): _____

Reason for Cancellation:	Notes:
University Declared Travel Restriction	
Program Cancellation	
Personal Reasons	

See [Cancellation Tracking Matrix](#) for additional documentation requirements and instructions.

ACKNOWLEDGEMENT

I attest that the hotel stay, conference fee, or other trip expense has been paid for; was not used; has not been reissued for travel at a later date; and I have not received a voucher for future travel associated with this travel. I have not been reimbursed from any other source.

NOTE: Cancelled airline tickets may be used within one year of booking date.

The approvals below are only for reimbursement requests.

Traveler/Purchaser	Business Unit Approval
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

University Procurement Services Review & Approval

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Tracking Number: _____

ATTACH WITH FORM: ITINERARY/TICKET, PROOF OF PAYMENT, AND PROOF OF CANCELLATION