<table>
<thead>
<tr>
<th>Scenario</th>
<th>Documentation traveler must submit to University Procurement Services (UPS) for tracking</th>
<th>Follow up Actions (Traveler)</th>
<th>Follow up Actions (UPS)</th>
</tr>
</thead>
</table>
| Airline travel booked through Rutgers Travel agency | - Airline itinerary  
- Proof of cancellation | - Track unused ticket credit, which must be used before expiration date  
- Unused credit must be booked through the agency | - Obtain traveler’s NetID  
- Track credits and ticket information |
| Airline travel booked through other travel agency or directly with airline | - Submit expense reports with [LINK: Trip Cancellation Form]  
- Airline itinerary  
- Proof of payment  
- Proof of cancellation  
- Travel dates | - Track unused ticket credit, which must be used before expiration date  
- Unused credit must be booked through the agency/airline  
- Traveler cannot use credit for personal travel | - Obtain traveler’s NetID  
- Track credits and ticket information |
| Airline travel booked on University-issued travel card (Bank of America) | - Airline itinerary  
- Proof of cancellation | - Track unused ticket credit, which must be used before expiration date  
- Traveler cannot use credit for personal travel | - Obtain traveler’s NetID  
- Track credits and ticket information |
| Pre-payment by check request for hotel, conference, etc. | - Purchase order number | - Request cancellation  
- Send refund check to UPS at  
33 Knightsbridge Road  
Piscataway, NJ 08854  
ATTN: Travel Dept. | - Track refunds received |

Note – A cancelled trip notification form must be completed for all cancelled trip(s) and submitted to expenseexception@finance.rutgers.edu for tracking purposes.