In light of Dr. Bowen’s most recent announcement concerning travel restrictions for the University, we would like to provide direction on cancelling and requesting reimbursement for non-refundable travel reservations placed on personal credit cards. Please follow the instructions below carefully as we work together to complete the reimbursement process.

If you are requesting personal reimbursement for your cancelled travel plans you must include **in addition to the traditionally required documentation** the following

1. Email or website posting notifying of cancellation of conference OR ATU statement restricting travel thereby causing cancellation of the trip
2. Terms of cancellation of reservation
3. Proof of cancellation.

These documents are required to allow for reimbursement of travel cancellations associated **only** with the Coronavirus outbreak. AR Department of Finance and Administration has provided ATU with the guidelines for these reimbursements and allowed for university management to approve them on a case by case basis with proper documentation.