



March 13, 2020

Dear Colleagues,

Units should strongly consider their individual needs and the necessity of non-refundable obligations before they are made. Reimbursements for prior business travel will be processed as usual. Questions regarding future business travel plans should be directed to risk@gmu.edu.

Fiscal Services recognizes that previously planned business travel may need to be cancelled and we advise travelers to cancel airfare and request a full refund, or if not possible to cancel airfare and request a credit for a future date. Since the situation is fluid and airlines appear to be regularly reassessing their policies, travelers might consider waiting closer to their travel date before canceling if a refund will not be offered. Travelers should make a reasonable attempt to receive a refund for all other travel-related expenses. Trip related expenses that cannot be refunded, may be reimbursed with approval from their department.

Please check for notifications and prior communication at: <https://www2.gmu.edu/coronavirus>.

Sincerely,

Travel Office
George Mason University
travel@gmu.edu