

# Airline Voucher Tracking

Due to the COVID-19 Pandemic, many Montana State University employees have had travel plans canceled. UBS/FSS is recommending the following practices for managing canceled airline travel. Our recommendations are based on the attached guidance from the State of Montana (re: Airline Travel Vouchers).

## I. Refund

- a. The most preferred option is if the airline is able to refund the cost of the ticket. Please direct the credit to the index/account to which the original expense was coded.

## II. Voucher

- a. If the airline issues a credit voucher rather than a refund, be sure to understand the terms and conditions associated with the voucher (e.g., is the voucher transferrable or does it have an expiration date). The voucher will need to be tracked and used for future state travel. Please see Section IV for more information.

## III. Abatement

- a. Departments should determine if vouchers can be transferred to other employees for business use before allowing an employee to reimburse MSU for the cost of the ticket so that they can use it for personal use. If the ticket is non-transferable and the department and employee agree, the employee can repay MSU and use the airline voucher for personal use.
- b. The employee will need to write a check to Montana State University, and it will need to be abated to the index/account to which the original expense was coded.

## IV. Internal Tracking of Prepays

- a. Units served by FSS
  - i. Track all refunds, vouchers and abatements in the COVID Airfare Voucher spreadsheet now available in your Box folders.
  - ii. FSS will process a pre-paid form for all vouchers (using the COVID activity code) not used by June 30, 2020.
- b. Units not served by FSS
  - i. Track all refunds, vouchers and abatements on the attached spreadsheet for your units
  - ii. If the airline voucher is not used by June 30, 2020, the amount should be recorded as a prepaid expense. Here is the link to the MSU pre-paid form <https://www.montana.edu/ubs/documents/PrePaid-Form.pdf>. Please use the activity code COVID when filling out this form and mail to UBSHELP@montana.edu.

If you have any questions, please contact UBS at UBSHELP@montana.edu, or 994-2704