

## Travel Cancellation Checklist

Name: \_\_\_\_\_ Trip# \_\_\_\_\_

**Note:** This checklist serves as a guide to ensure that staff cancel all travel encumbered and/or pre-paid by Travis County.

**Budget Rule:** Employees are responsible for any costs associated with failing to cancel travel arrangements in a timely manner. *Exceptions are granted on an individual basis for reasons such as illness or emergency (at the discretion of the County Executive and Division Director)*

| N/A                                     | YES |   | Date/<br>Documentation |
|---|-----|---|------------------------|
|   |     | <b>Did the traveler have advance notice of the need to cancel travel arrangements?</b>  |                        |
|   |     | Notified Supervisor/Manager, Division Director, Division Travel Coordinator and Finance Travel Coordinator of cancellation.   |                        |
|   |     | County Executive notified of Out of County travel cancellation.   |                        |
|   |     | <b>Registration Cancellation:</b><br>Cancellation Number: _____<br>Registration Fee Pre-Paid: \$ _____<br>Eligible Refund: \$ _____<br><br><b>Registration cancellation must comply with policy and requirements of the vendor.</b><br><i>Membership fees do not need to be cancelled if the annual renewal fee is included in the registration. The traveler will need to note the price difference.</i> | Name of Conference     |
|   |     | <b>Airfare Cancellation</b><br>Contact Four Seasons to cancel flight<br><a href="mailto:bradnoakes@bizaustin.rr.com">bradnoakes@bizaustin.rr.com</a> or 512 328-2483 Phone<br>Provide documentation of how ticket will be handled.<br>Cost of airline ticket: \$ _____  |                        |
|   |     | <b>Hotel Cancellation</b><br>Cancellation Number: _____<br>Hotel Fee Pre-Paid: \$ _____<br>Eligible Refund: \$ _____<br><br><b>Cancellations must comply with policy and requirements of the vendor.</b>  | Name of Hotel          |
| <b>Refund to Travis County \$ _____</b> |     |   |                        |

**Note:** Please work with your Travel Coordinator when cancelling Travel as each situation is different and may require different documentation.