



Conference/Travel COVID-19 Form

The Office for Victims Programs understands that due to restrictions imposed as a response to COVID-19, many agencies have experienced changes related to attendance at and travel to conferences or trainings. These changes have resulted in refunds and credits for conference fees and/or travel expenses. To ensure that credits and refunds are applied correctly to the grant and documented appropriately, **please complete this form and submit the applicable required documentation if you have travel expenses impacted by COVID-19.**

Agency:

Grant #:

Refund Received (if applicable):

According to federal and state guidance, any program that has received a refund for expenses (e.g. refund of a conference registration fee) previously charged to a grant must credit the grant program for returned monies.

Documentation should support the original cost(s) spent, date cost(s) were incurred/billed to the grant, the amount of refund, date refund was received, and documentation supporting the credit to the grant (i.e. subledger)

- Completed **Conference/Travel COVID-19 Form**
- Conference fee -- attach paid receipt & refund confirmation/date received
- Flight --attach paid receipt & refund confirmation
- Hotel --attach paid receipt & refund confirmation
- Other --attach refund confirmation and explanation (i.e. train, etc)
- Date refund was applied to the project grant in agency accounting system:
- Copy of subledger showing refund applied to the grant

Credit Received (if applicable):

If an agency has received a credit (e.g. flight credit for non-refundable airfare), the agency may retain that credit for use for future project-related travel expenses. **If credits were received and will be used for non-project-related travel, OVP must be notified prior to 9/30/2020 and will work with grantees to adjust grants accordingly.**

Documentation should support the original cost(s) spent, date cost(s) were incurred/billed to the grant, the amount of credit, and date credit was received

- Completed **Conference/Travel COVID-19 Form**
- Conference fee -- attach credit confirmation/date received
- Flight --attach paid receipt & credit confirmation
- Hotel --attach paid receipt & credit confirmation
- Other --attach credit confirmation and explanation (i.e. train, etc)

Credits Used (if applicable):

- Attach booking confirmation(s) showing use of credit and purpose

Refund Expected but Not Received (if applicable):

- Explanation:

No Credit/Refund Received (if applicable, all of the below are required):

- Attach receipts for original cost
- Attach documentation supporting vendor's denial of refund or credit.
- Explanation:

I certify that all information in this document is complete and accurate.

Program Director Signature/Date

Financial Officer Signature/Date

**For future conferences or travel, agencies should NOT obligate funds or make any non-refundable travel commitments until confirmation has been received that conferences will be held in-person.*