



**SAN FRANCISCO  
STATE UNIVERSITY**

Accounts Payable-Travel  
1600 Holloway Avenue – Adm351  
San Francisco, CA 94132

## **GENERAL INFORMATION**

### **Trip Cancellation**

1. If your trip is cancelled for any reason, you must immediately return the amount advanced to for the trip to the Travel Coordinator, ADM-351.
2. If you charged your airfare on a personal credit card, including the AMEX Corporate Card, and the airline did **not** refund your airfare, but instead issued a credit for a flight in the future, ***you are not eligible for reimbursement for the amount of the airline ticket charged to your credit card, until you have used the credit for a business-related trip and have submitted a properly documented Travel Claim.***