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Subject: Cancellation of Faculty Development Workshop
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Folks,

As you know, all travel to countries with a level 3 or higher travel advisory has been prohibited through summer 2020. Therefore, I am sorry to say but our Faculty Development Workshop to Otzenhausen, Germany, has been cancelled. I am working with our colleagues at the EAO to see if there might be some alternative. I'll keep you posted if I hear of anything.

I have sent Penny Bowker at TravelInc all of our names and have asked her to cancel our tickets. The airline credit will remain in the faculty member's name. According to Penny, at this time, if travel is rebooked to travel prior to December 2020, the penalty will be waived. If travel is after December 2020, travelers will be charged the change fee and any fare difference.

The people in the KSU travel office have told me that each of us individually needs to complete an expense report in Concur for the cancelled airfare. Please attach a copy of the original email you received from KSU travel as documentation. Please work directly with KSU travel if you have questions about any of this travel paperwork.

Stay well.

Ron



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