

From: [travel](#)
Subject: Cancellation of KSU Travel - COVID-19
Date: Wednesday, March 18, 2020 9:33:30 AM

Good morning,

Kennesaw State University and the University System of Georgia (USG) office have been closely monitoring the ongoing coronavirus (COVID-19) outbreak.

Out of an abundance of caution, the difficult decision was made to **cancel all KSU travel through 05/07/2020**. The related travel authorization will be canceled in Concur, as a result. Employees should contact Travel Inc. at (770)291-5190 in order to cancel all related travel arrangements.

If lodging was booked directly with a conference hotel, please contact the hotel to avoid any cancellation fees.

If you have additional questions or concerns, please contact the Travel Hotline at (470)578-4391 or send an e-mail request to travel@kennesaw.edu. We will respond as quickly as possible.

Kind regards,



KSU Travel Team
Office of Fiscal Services

p: [470-578-4394](tel:470-578-4394)

e: travel@kennesaw.edu

w: <https://fiscalservices.kennesaw.edu/travel/>