

Southwest Airlines/University of Colorado - Credit Transfer Request

DEPARTMENT INSTRUCTIONS

University of Colorado (CU) travel policy stipulates that an individual cannot be reimbursed for airfare for which credit/voucher/rewards/miles are either (1) used for the initial purchase, or, (2) issued after the original purchase.

In agreement with Southwest Airlines, non-employee/student travelers may be reimbursed by CU in exchange for turning over to CU their Southwest travel funds (credits) associated with the original ticket purchase.

Sponsoring Department should follow these steps:

1. Have the requestor (traveler) complete and sign the affidavit below.
2. Collect a copy of the Southwest receipt from the traveler.
3. Email both documents (signed affidavit and receipt) to Shannon.Miller@cu.edu, who will work with Southwest to process the request. ***Requests will not be processed unless submitted by a CU employee using their CU email address.***
4. When the request has been processed, you (the CU department contact) will receive a Southwest LUV voucher along with instructions on how to use the funds for future travel.
5. Submit Concur expense report to reimburse the traveler.

TRAVELER AFFIDAVIT

I, (*Traveler's name:* _____), acknowledge that to accept reimbursement from the University of Colorado, I must relinquish all airline travel funds associate with this canceled trip:

Confirmation Number: _____

Original Travel Dates: _____

Ticket Amount: _____

Traveler Signature

Date