

Travel Tips: My Conference Changed from In-Person to Virtual – What Should I Do?

Conferences may continue to switch from in-person to virtual given the status of the pandemic. Below we have outlined the steps to follow if this should happen to you:

- Contact the conference host to determine if they will reimburse the college pre-paid registration fee and inquire when reimbursement will take place – try to get this in writing for follow-up if needed
 - Reimbursement is payable to: Monroe Community College
 - Reimbursement checks mailed to: Office of Student Accounts, 1000 East Henrietta Road, Rochester NY 14623
- Contact DePrez Travel at 585-442-8900 Option 3 to cancel flight reservation. Request the travel agent to explain the cancellation policy.
- Contact Enterprise at 585-359-3500 to cancel vehicle rental. Request the agent to explain the cancellation policy.
- Contact the hotel and request cancellation if booked. Request the hotel representative to explain the cancellation policy and obtain a cancellation confirmation number.
- Most importantly – contact Accounting Services representatives at travel@monroecc.edu or Ext. 2138 or Ext. 2161 and let us know of this change. We will double-check that you didn't miss a step and update our records at the same time.