



Travel Policy

Policy Background

The University Travel Office implemented an updated version of the on-line travel system on November 27, 2006. The new travel system will allow users the ability to enter travel order requests and reimbursements on-line in order to facilitate reimbursement processing. The new system has been developed to comply with segregation of duties by requiring a separation between initiator and approver roles. As of January 2007, the University Travel Office no longer accepts paper travel requests or reimbursements. Departments will now be responsible for maintaining all appropriate documentation supporting the travel request and reimbursement and will also be responsible for assuring compliance with University travel policies.

Policy

Business travel requires approval at two points in the process; initially when the order is entered and, post travel when the request for reimbursement is presented. Individuals responsible for approving travel order and reimbursement requests must have the willingness and the authority to deny the travel at either point. In addition, the approver should have a level of knowledge to determine the appropriateness of the requested travel in relation to the business purpose stated.

All travel orders must have a clear stated business purpose, reasonable estimates, and must comply with all University travel and expenditures policies.

College Procedures

Travel Documentation

Upon completion of a travel, the reimbursement initiator should complete the reimbursement documentation and forward all receipts and a printed reimbursement form, signed by the traveler, to the department approver. The department approver will approve the travel in the system, and sign the travel reimbursement form.

Required documentation will include:

- Printed copy of the Order Request with the appropriate noted approval.
- Completed reimbursement form signed by the traveler and the approver.
- All original receipts.

Exceptions

All travel reimbursements that have been identified as having either a process exception (i.e. submitted after 90 days, etc.) or a policy exception (i.e. rental car that is more than economy, etc.) must be forwarded to the College Senior Fiscal Officer to be logged and approved. In addition, all exceptions must be documented on the College Travel Exception Form. The Travel Exception form must be forwarded to the College SFO along with the travel reimbursement for approval. After review and approval, the original documentation will be returned to the department for filing.



College of Engineering

Travel Policy

College Review and Audit

The College regularly audits travel reimbursements for compliance to policy. The College and the department reserve the right to seek reimbursement from individual travelers for reimbursed expensed deemed unallowable or personal.

Department Policy and Procedures

Departments may impose additional requirements that are more but not less restrictive than those required by University and College policy. Additional requirements should be limited to department processing procedures, budget restrictions, appropriate business purpose, etc. Additional requirements must be submitted by the departments to the College Senior Fiscal Officer for review and approval prior to implementing.

Additional requirements by departments must be added to the College Travel Policy as a supplement.