

PROCEDURE

Effective Date: January 21, 2014

Approved By: Director, Procurement/Business Services

Authority: POL-U5348.10

Authorizing and Reimbursing Travel
for Official University Business

Cancels:

See Also: PRO-U5348.20C Requesting, Reconciling, and Collecting Advances
 POL-U5348.12 Reimbursing for Official University Business
 [Travel Services website](#)

PRO-U5348.10B REPORTING AND RECONCILING TRAVEL EXPENSES

Action by:Action:Traveler or assigned
data entry personnel

1. Upon return to work and before the 10th day of the month following the close of travel, **accesses** TEM to report expenses.
2. **Fills** in required information for a Travel Reimbursement (TR) request.
 - a. If reimbursement is being requested more than 60 days from the return travel date, **changes** the Expense Type in TEM to "Taxable".
 - b. If assigned data entry personnel initiates TR, **selects** "Traveler Review" to forward TR to the Traveler.

Traveler

3. **Ensures** TR completed accurately.
4. **Submits** TR request to Travel Services for approval via TEM.

Travel Services

5. **Receives** electronic notice to audit TR request including timeliness of request.
6. **Takes** one of the following actions:
 - a. **Approves** TR if it meets requirements and **goes to** Step 7.
 - b. **Returns** TR to Traveler for correction and **repeats** Steps 1 – 5 after system prompts the Traveler via email.

PROCEDURE

Action by:

Action:

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| Travel Services (cont.) | c. Denies TR <u>to permanently terminate request</u> and returns to Step 1 if a new request is to be initiated. |
| Budget Authority | 7. Receives electronic notice to review a TR request. |
| | 8. Takes one of the following actions: |
| | a. Approves TR if it meets requirements and goes to Step 9. |
| | b. Returns TR to Traveler for correction and repeats Steps 1 – 8 after system prompts Traveler via email. |
| | c. Denies TR <u>to permanently terminate request</u> and returns to Step 1 if a new request is to be initiated. |
| Traveler | 9. Receives electronic notice that TR has been approved. |
| Accounts Payable | 10. Processes payment for reimbursement to employee. |
| Traveler | 11. If discovers that additional expenses need to be reported after a TR has been approved, submits another TR for additional expenses by following this procedure. |
| | 12. If discovers that an expense was reported and reimbursed in error, reports error to Budget Authority and contacts Travel Services for guidance. |
| Travel Services | 13. Ensures any reimbursement owed by the Traveler is returned in a timely manner. |