

TRAVEL APPROVAL POLICY

TRAVEL REQUEST FORMS

All travel is to be documented. Pre-approval is required for out-of-state and foreign travel and any in-state travel involving an advance. A completed travel request form must be approved by the account manager, or the employee's supervisor, if the employee is the account manager, and either the President, the appropriate Vice-President, or the appropriate Dean or designee(s). Where a travel advance is requested for in-state or out-of-state travel a completed travel request form should be approved and received by Accounts Payable at least fifteen (15) days in advance of travel. In the case of foreign travel a completed travel request form should be approved and received by Accounts Payable at least thirty (30) days in advance of travel.

EXPENSE ACCOUNT FORMS

The Accounts Payable Office will process reimbursements for travel. Itemized expense forms should be completed and submitted with the required receipts to Accounts Payable within seven (7) days, or at the University's request, whichever is earlier, following travel for those individuals who have received travel advances. Itemized expense forms for those individuals who have not received travel advances must be submitted within thirty (30) days following travel. Expense forms will be reviewed by the Accounts Payable office for correctness and compliance with State, USM, and Institutional policies and procedures. Expenses forms will then be matched with the pre-approved travel request form where applicable. Variances of more than ten percent (10%) from the pre-approved amount will be referred to the employee's supervisor/account manager for additional approval. In the event that travel has not been pre-approved, the supervisor/account manager and either the President, the appropriate Vice-President, or appropriate Dean or his/her designee(s) is required to sign the expense form. A travel request form must be completed for all out-of-state and foreign travel.

DESIGNEE

If a designee is assigned to approve travel request forms or expense forms, the Accounts Payable Office must be notified in writing by either the President, the appropriate Vice-President, or appropriate Dean.

(Internal)

Revised: 8/18/05