




Procedure Number: AC013

Original Date: September 30, 2004

Updated: January 25, 2006

Revised: June 18, 2012


John Griffin, Chief Financial Officer

Title: Procedure for payment of travel expenses/advances.

Statement

The Corporation encourages travelers to use their personal credit cards to pay for travel expenses rather than requesting advances, if at all possible. Proper completion of the Travel Expense Claim Form at the conclusion of the trip with all necessary receipts attached will result in prompt reimbursement of all travel expenses. This procedure is established to delineate the steps required in order to obtain a travel advance from The University Corporation and the requirements to clear the advance once the travel has taken place.

Purpose

To provide The University Corporation, (TUC) with a procedure that requires all advances be properly requested with proper signatures and that after the travel has taken place, a travel expense reimbursement form with the receipts attached be submitted to the Corporation for final audit and clearing of the advance.

Procedure

Employees who are required to travel on behalf of The University Corporation must submit a travel expense claim form in order to be reimbursed for travel expenses. Those people who require an advance on their travel can request such via a check request, completed in the proper manner, with the proper authorization. Advances can be requested for registration or conference fees, airfare, lodging and per diem rates. Travel advances must be submitted to Accounts Payable at least 5 days before the advance is needed. Advance checks may not exceed 75% of the expenditure limit and should not be requested for less than \$50.00. In regards to Sponsored Programs activity, advance checks up to 100% of the expenditure limit are allowed as long as proper documentation is provided.

Employees who request travel advances must submit a completed Travel Expense Claim Form within 30 days of the completion of their trip. Employees must attach all original receipts, including those receipts that pertain to the amount advanced. This claim form will be matched with the advance check request and an amount due to the traveler or due back to the Corporation will be calculated. In the unlikely event that the traveler does not complete a Travel Expense Claim Form within 90 days from receipt of the advance, the

amount of the advance will be deducted in full from any and all funds payable to the traveler or due to the Corporation, including any salary paid by the Corporation.

Payments to companies for seminar registration, to individuals for seminar registration, to hotels for payment of rooms, to restaurants for payment for meals will not be treated as advances as long as there is a receipt attached from the vendor that they are in receipt of the funds.

Only one travel advance per person may be pending at any given time. Un-cleared travel advances will result in any further requests for advances being denied.