

## ASC Travel Policy Guidelines – Post-Travel Procedures

Revised 6/4/14

The objective of the Travel Policy is to ensure efficiency and fiscal accountability for university business travel. The University will pay for reasonable and necessary expenses incurred for authorized business travel.

### Reimbursements

Reimbursement of travel expenses must be supported by original, itemized receipts where required.

- *Review the Travel Policy for examples of the required acceptable documentation for reimbursement (link below).*

Personal funds expensed for business travel will not be reimbursed until after the trip occurs and the travel reimbursement has been entered into the eTravel system and approved by the delegated approval authority.

The traveler must submit a request for reimbursement with supporting documentation within 90 days of the return date. Travel Arrangers should work with travelers to ensure they comply with this policy.

Reimbursements that exceed the travel estimate by 20% or more must be approved by the departmental designated approval authority.

### Cash Advancement Reconciliation

Cash advance expenses must be documented with original, itemized receipts (or equivalent documentation) and must be reconciled within one month of the return date.

- Any cash in excess of approved reimbursable expenses must be returned to the appropriate departmental account or sponsored project within the same one month period.

### Third Party Payments

All third party reimbursements/payments must be documented in the reimbursement request.

### Record Retention

All required documentation is to be stored in the eTravel system. Original documentation held by the department may be destroyed 60 days after verification the payment has been made.

**Policy exceptions are to be occasional and non-recurring. Multiple infractions may prompt loss of partial or full reimbursement.**

The complete Travel Policy is available at: [http://www.busfin.ohi-state.edu/FileStore/PDFs/211\\_Travel.pdf](http://www.busfin.ohi-state.edu/FileStore/PDFs/211_Travel.pdf)