TRAVEL AUTHORIZATION AND REIMBURSEMENT GUIDELINES
COLLEGE OF ARTS AND SCIENCES

Beginning July 1, 2011, the University of Missouri system is adopting a new set of electronic procedures for the processing of travel authorizations, cash advances and travel reimbursements. In adopting these procedures, we are recommending the following specific policies and procedures for the College of Arts & Sciences.

1. It is the responsibility of all parties involved in the travel process to be knowledgeable of and adhere to UM travel policy as presented at the site below.  
   http://www.umsystem.edu/ums/fa/management/travel/#reimbursement

2. It is the responsibility of the TRAVELER to ensure that an authorization is submitted well ahead of the scheduled travel. Travel authorizations should be submitted no later than 5 working days prior to travel.

3. Administrative Assistants within the departments can assist with submission of travel authorizations. In order for this to occur, each faculty member must enter the travel system and request the AA as the faculty member’s TRAVELER’S DELEGATE.

4. The TRAVELER should enter the relevant information for travel authorization. Even if a TRAVELER’S DELEGATE assists with that process, the final submission must be made by the TRAVELER (the system does not allow the delegate to submit the final document).

5. Once a travel authorization has been submitted, the TRIP AUTHORIZER will be notified via email and will be asked to enter the system, review the request, and approve or deny it.

6. The TRIP AUTHORIZER and approver of Cash Advances for all department accounts must be the department chair. The department chair may appoint an APPROVER DELEGATE to assist and/or cover for a specified time during a chair absence.

7. Once the request is approved, the next step after completion of the travel is the reimbursement request. As with the authorization request, the TRAVELER is responsible for submitting the reimbursement request. The TRAVELER’S DELEGATE may assist in entering information, but the TRAVELER must submit the final form.

8. Once a travel reimbursement is submitted, the FISCAL APPROVER will be notified via email and will be asked to enter the system, review the request, and approve or deny it.

9. The person designated as the FISCAL APPROVER for any specific account is up to the department chair. In order to be appointed as FISCAL APPROVER for an account, the person must have signing authority on that account. Changing a FISCAL APPROVER or adding a temporary FISCAL APPROVER must be coordinated with the Director of Business, A&S.

10. CHAIRS’ TRAVEL: The Dean of the College is the TRIP AUTHORIZER and FISCAL APPROVER for all Chairs’ travel. All Chairs’ travel must be charged to MoCode KCH41 with a note in the comments section indicating the department MoCode to be charged. KCH41 will act as a clearing account with all charges transferred to the correct MoCode on a monthly basis.

The specific responsibilities of each of the roles noted in capital letters above are outlined in the following pages.
ELECTRONIC TRAVEL REIMBURSEMENT ROLES AND RESPONSIBILITIES

1) THE TRAVELER assumes the responsibility to:
   - obtain AUTHORIZATION to travel from designated approver.
   - be knowledgeable of UM policy related to travel reimbursement
   - complete the expense report and attach necessary receipts
   - submit the report within 60 days after returning from the trip (or assign DELEGATE)
   - certify that the expenses were necessary and eligible for reimbursement
   - be responsible for data entered by a DELEGATE

2) The trip AUTHORIZER (either the department chair or DESIGNEE) assumes the responsibility to:
   - review and authorize travel requests submitted in a timely manner
   - review and approve Cash Advance requests that meet UM policy
   - monitor travel activity on a monthly basis (report will be e-mailed monthly)

3) The DELEGATE assumes the responsibility to:
   - be knowledgeable of UM policy related to travel reimbursement
   - complete the expense report and attach necessary receipts
   - submit the report in a timely manner
   - submit to the best of his/her knowledge, only expenses that were necessary for UM business, were personally paid for by the traveler, were not reimbursed by any other person or entity and are correct and eligible for reimbursement under UM policy
   - act in an ethical manner regarding personal information supplied by the traveler

4) The FISCAL APPROVER assumes the responsibility to:
   - Be knowledgeable of UM travel policy and reimbursement limits
   - Review the submitted expense report for accuracy and travel policy compliance
   - Verify that the correct chart field(s) is being charged

The fiscal approver has to be set up by either department node or by individual deptids. The department chair may retain all fiscal approval for travel or delegate someone else for the whole department or for certain deptids (accounts).

GRANTS with NUMBERED PROJECTS

PI or DELEGATE assumes the responsibility to:

   - be knowledgeable of UM policy related to travel reimbursement
   - check the expense report to ensure that all expenses are allocable and allowable on the project
   - understand that if a DELEGATE is given this responsibility that the DELEGATE is acting on behalf of the PI and the PI will not receive any notices of pending approvals.