OP 79.12: Official Travel of the President

DATE: March 17, 2016

PURPOSE: This Operating Policy/Procedure (OP) sets guidelines to be followed when the president travels on official business.

REVIEW: This OP will be reviewed in July of odd-numbered years by the managing director of Procurement Services with substantive revisions forwarded to the assistant vice president/controller and the vice president for administration & finance and chief financial officer.

POLICY/PROCEDURE

1. Preparation of Travel Documents
   a. Prior to each trip, the Office of the President will prepare an online travel application. If no expenses are anticipated, a zero cost travel application should be submitted to show that a business trip is taking place.
   b. Upon the president's return to campus after a trip, the Office of the President will prepare the travel voucher, as required. The method of payment for each expense will be noted (cash, personal credit card, state travel card, or executive card).
   c. After completion, the president will review the travel voucher, make any necessary corrections, and sign the travel voucher. The travel voucher will then be forwarded to the chancellor for supervisory signature.

2. Processing Travel Documents
   a. Travel Services will review the travel voucher and make any necessary edits. The subtotals for personal, travel card, and executive card expenditures will be verified, edited if necessary, and the voucher will be approved.
   b. The online travel system will process a reimbursement check for any valid travel expenses paid personally by the president, and the amount paid by the travel and executive cards will be automatically transferred to a balance sheet account.

3. Payment of Expenses Charged to Credit Cards While on Travel
   a. Procurement Services will receive monthly statements from the travel and executive credit card companies for expenses incurred during official business trips. The President’s Office
will prepare a detailed report of what each item represents and how it is to be reconciled with the appropriate balance sheet account.

b. The statement reconciliation form will be sent to the chancellor for supervisory signature.

c. Procurement Services will prepare a payment voucher, which will charge the balance sheet account and pay the credit card company.

d. The balance sheet account has been set up to pay all statements immediately for charges the president makes while on official travel.

4. **Travel by President's Spouse**

This policy also regulates travel for the president's spouse when the president deems it necessary to include her/his spouse for valid public purposes. The spouse's travel has the following restrictions:

a. No travel for the spouse is to be paid from appropriated funds.

b. Spousal travel may only be paid when there is a justifiable business purpose in accordance with IRS rules.