

SUBJECT: Travel Operating Policy for COHS Administrators

DATE: August 2018

PURPOSE: To provide a detailed explanation of the policies in place concerning processing travel for faculty, staff, and administration in the College of Human Sciences. Related [OP: 79.01](#)

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

POLICY

\$51/day meal per diem for in-state travel. All other locations based on [government per diem locality rates](#)

PROCEDURE

The travel procedures provided below are required is used for all college administrators to include:

- All deans and associate deans
 - All Dean's Office staff to include Development, Technology Services, Student Services, and Research Office
 - All Chairs
 - All Directors
1. Prepare travel voucher in the same manner as all faculty/staff travel.
 2. Provide the hard copy to dean's office travel coordinator for review **before** submitting the voucher in the system (print worksheet showing pending status and attach all original receipts and miscellaneous information such as agendas, exemption forms, back up documentation of government per diem rates used, etc.)
 3. Travel coordinator will notify you (cc: college business manager) via email to either:
 - a. submit or
 - b. make changes and then submit
 4. Once the voucher is submitted, the college business manager will receive the email from Travel Office.
 5. The college business manager will forward the email to the supervisor letting them know it's "ready for electronic approval" and will copy the department that the voucher is ready for pick up in the dean's office (*the only deviation here is if Dean Hoover is the supervisor – she likes to review hard copy as well, thus notification that the ready for pickup until AFTER she has reviewed and approved electronically – this does not impact Chairs/Directors in most cases*).
 6. If using a dean's office FOP, make college business manager a copy of the "Top Sheet – Voucher" ONLY in order to provide information needed for proper account reconciliation
 7. Make a copy of the complete voucher (coversheet, worksheet, ALL original receipts and miscellaneous documentation) for department travel files and forward originals to Travel Office. It is suggested that they be walked over to eliminate the risk of it getting lost.

8. If vouchers are filed electronically, make a complete scan of the voucher with original receipts and miscellaneous documentation. The same would be suggested for the Travel Application and materials used as estimates for the submission.
 - Suggested Filing: Departmental shared Drive > Travel folder > Files by traveler - Last Name, First Name > PDFs of each trip titled: TR# - location – event – dates of travel (i.e., TR1024536 – Priscilla Huddleston – AFTE Conference – 11-15-13 – 11-17-13)

***Things to remember to note in the original trip information section of the voucher:**

- note if registration was paid for previously on a P Card or PO, whose it was, and how much (if applicable)
- note whether breakfast was/was not provided by the hotel **and** list any meals that were either provided by the conference or some other way (if applicable)
- note any special instructions or circumstances surrounding the trip (i.e. – delayed/cancelled flights – changes in travel from the time of application – room sharing – etc..)
- note if anything was “comp’d” – sometimes the traveler will have their room comp’d – we need to know this – it helps show how much bang we are truly getting for our buck!
- attach conference agenda (if applicable)

****the above items are important to provide the TOTAL TRIP COST (including any items such as registration paid previously on a pcard).***

**if the voucher does not require a dean’s office approval, please use a similar process in the department or center office.*

Documents Included

[OP: 79.01](#)

[Government Per Diem Locality Rates](#)