

Employee/Travel Reimbursement Policy Guidelines: Required Signatures

Last Revised: December 21, 2015

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Director of Accounting/Payables, Becky Waters, 312-3644

I. Purpose

The purpose of this policy is to clarify the need for signatures on any/all employee/travel reimbursement related documents.

II. Scope

A recent internal audit of initial employee/travel reimbursement requests and reimbursement vouchers produced some weaknesses with regard to supervisor's signatures not being present on the respective forms. Communication regarding the campus policy is being provided to clarify the requirements for our campus community.

III. Procedure

Initial travel request forms (T-1) must be signed by the traveler and the traveler's supervisor and if the travel is out of state/country, an additional signature by the Vice-President of Administration & Finance is required prior to travel. A valid departmental account number must be supplied at the time of the travel request.

Upon completion of travel, all reimbursement requests must be authorized by the traveler's supervisor as indicated by an original signature on the travel voucher reimbursement form (AC132-s). Signatures are also required on any non-travel related employee reimbursements.

After all the required receipts and necessary signatures have been secured, kindly forward all paperwork to the Employee/Travel Reimbursement Office in 401 Culkin hall for payment.

Failure to provide signatures on any of the documents will delay the reimbursement until the proper signatures can be obtained. The employee/travel reimbursement coordinator will return the documents to the traveler in order to obtain the necessary signatures.

Questions may be directed to the individuals listed above.