

# Travel Policy

## Department of Philosophy

### **INTRODUCTION:**

Units within CAS are responsible for ensuring that employee travel has been properly approved and that applicable travel policies, rules, regulations, procedures, and guidelines have been applied. The College of Arts and Sciences has been delegated the task of assigning a hierarchy of responsibility for approvals for employee travel payments from all university funds. To that end departments and programs have been asked to develop written employee travel approval policies and procedures readily available to all travel staff and travelers for reference. A copy of these procedures must also be filed in the CAS Dean's Office each year.

### **APPROVAL POLICY:**

- All travel, regardless of source of funds, must be reviewed and approved by the department head.
- Travel approval should be obtained in advance of the trip if at all possible. (Please note that without advance approval neither the university nor the department have an obligation to reimburse payments for travel expenses.)
- Requests for travel approval must be in writing and must include a business purpose, the level of expenditures, and the source(s) of fund(s).
- The business purpose must include at a minimum:
  - Start and end dates, or multiple dates when personal and professional travel are combined
  - Location(s)
  - Activity
  - The name(s) of any organization(s) involved (no acronyms, please); the names and positions of individuals visited/consulted; or institutions visited; or other descriptions as appropriate.
  - A description of the university-related activity itself. The description of the activity should be specific and mention, for example, research topic, paper title, and the like, as appropriate.
- Travel approval must be documented in writing. The documentation must be available for audits.

### **APPROVAL PROCEDURES:**

When planning a professional trip, travelers must complete a departmental travel authorization form and submit it to the department's travel coordinator. It is in everyone's interest that this happen well in advance of the planned travel. Please remember that neither the university nor the department have an obligation to reimburse for travel expenditures if advance approval has not been obtained.

After review for completeness, and compliance, the travel coordinator will submit the travel authorization form to the Budget Manager for review and assignment of funds. The Budget Manager will then forward to the department head for approval. In case of absence of Budget Manager, the travel authorization form can go directly to the department head for approval and funds can be coded by the Travel Coordinator to the general fund at BPHOPX/BGEN. Upon Budget Manager's return, funds will be re-assigned either before payment or by journal voucher at a later date. Once approval has been obtained, the traveler will be notified by the travel coordinator. Every effort will be made to process travel authorization forms as quickly as possible. After the department head has approved the travel, arrangements may be made by the Travel Coordinator including ticketing, airfare authorization form, hotel arrangements, etc.

Upon return from travel, reimbursement or payment requests will be handled by the Travel Coordinator. The travel coordinator will review the request for completeness and compliance, and obtain any necessary paperwork needed for the audit trail including program schedules, detailed receipts, hotel bills, etc. If reimbursement requests follow the original travel authorization, no further approval is necessary. If reimbursement requests differ substantially from the original travel authorization, Department Head approval will be needed. One reimbursement form is completed, the Business Manager will sign for Department Approval and forward to traveler for their final signature. The Travel Coordinator will then forward the final reimbursement request and appropriate backup to the travel department for processing.

Please note two special situations:

1. Faculty who plan to travel during the academic year when classes are in session, even though they themselves may not be teaching during the term of the planned trip, must follow the policy of the CAS Statement of Faculty Responsibility. This policy requires faculty to make their absence from campus known depending on length of time away. Faculty are obligated to request approval for travel even if they are not seeking reimbursement for travel expenses from the department or the university.

<http://philosophy.uoregon.edu/files/2013/08/facultyresponsibilities-2do35y6.pdf>

2. Faculty requesting funds for travel during a sabbatical leave year must obtain additional approval in advance from the Department Head using the "Sabbatical or Leave without Pay Travel Approval Request Form"

[http://www.uoregon.edu/~uophil/files/Sabbatical\\_Travel\\_Approval\\_Request.pdf](http://www.uoregon.edu/~uophil/files/Sabbatical_Travel_Approval_Request.pdf)

#### **AUDIT TRAIL:**

Because employee travel and appropriate approval is an auditable activity, the travel coordinator will maintain records documenting that appropriate travel approval was obtained. This documentation consists of the travel approval forms signed by the department head or his/her delegate and reimbursement requests, airfare authorization forms, etc. signed by the budget manager or department head or his/her delegate.

#### **TRAVEL APPROVAL FORM & ADDITIONAL RESOURCES:**

The department's Travel Approval Form and additional travel resources are available on the department's website at:

[http://philosophy.uoregon.edu/about/administrative\\_resources/-FacTrav](http://philosophy.uoregon.edu/about/administrative_resources/-FacTrav)