

TRAVEL POLICIES AND PROCEDURES

STEPS FOR TRAVELER:

1. Fill out a Request for Travel that will be used for in-house purposes. This allows supervisors to see the total estimated costs for the ENTIRE trip.
2. Complete separate Requisitions for each of the following that apply to your trip. **This first line of the description should always be "BPO". Lines 2 and 3 should include the name of the traveler and the dates of the travel/reservation.** Use the remaining lines to complete any further information pertinent to the travel.

Conference Registration
Hotel/Lodging
Airline Tickets
Reimbursable Expenses to the Traveler

Conference Registration Requisitions – Please note the Requisition Number for your Conference Registration on your Registration documentation and forward that information to Accounts Payable by fax or campus mail, etc. Then Accounts Payable will issue a check for the Conference Registration.

Hotel/Lodging – Please note the Requisition Number for your Hotel on your Lodging documentation and forward that information to Accounts Payable by fax or campus mail, etc. Then, Accounts Payable will issue a check for the Lodging. If you do not have Lodging documentation, please note the Requisition Number for your Lodging on your Conference Registration documentation as well.

Airline – For the Airline Requisition, you will put the travel itinerary in the "printed comments" field of your Requisition. See example (be sure to list all connecting flights):

5/21/02 10:06 am
Depart (or Arrive): STL
Airline: AA
Flight: 2600

Please use the vendor: DINERS CLUB to process airline travel. Gina Roesner, travel liaison, will be a policy class approval for Airline Requisitions (this means she **must** be listed as a next approver on all airline travel requisitions). She will approve the Requisition and book the flight once the traveler's Department Head/Director has approved the Requisition and a Purchase Order number has been assigned.

Reimbursable Expenses to the Traveler – For the reimbursable expenses Requisition, you will have ONE line item with multiple account numbers for that line item. In the description area of this Requisition, please put "Travel Reimbursement" in the first line and then put the dates and location of the trip on the following lines of the description. You will then enter ANY possible account numbers that will be needed for reimbursable expenses for that trip with their respective expected expense amounts. When the traveler returns from their trip, he/she will fill out a Travel Expense Voucher with the proper Requisition Number for the trip noted on it. This information, along with the proper receipts, will then be forwarded to Accounts Payable by campus mail.

Accounts Payable will then issue a check to the traveler for their reimbursable expenses for the trip.