

**McMicken College of Arts and Sciences  
Faculty Travel and Departmental Processing  
May 2010**

**Effective Date: May 2010**

**A&S Policy**

Departmental staff should not be asked to use their p-cards to pay for faculty travel. With the change in the University travel policy which allows reimbursement of common carrier transportation and registration fees prior to the trip, the faculty member may elect to be reimbursed for the larger travel expenses that must be made early to take advantage of lower rates and to guarantee conference/registration. Departmental staff p-card will not be increased to accommodate faculty travel expenses.

For faculty travel the college policy for travel arrangements is outlined below. Exceptions to the policy require approval by the dean. All travel must have an approved travel authorization form before the date of the trip.

**Transportation**

Faculty member purchases common carrier transportation and may request reimbursement immediately via A113 or wait until their trip is complete to file an A113 for reimbursement.

**Conference/Registration Fee**

- Faculty member prepays conference/registration fee and may request reimbursement immediately via A113 or wait until their trip is complete to file an A113 for reimbursement.
- Faculty member may request prepayment of conference/registration fees directly to organization via A114 by Accounts Payable.

**Hotel Reservations**

Responsibility of the faculty member traveling

**Reimbursement of Expenses**

Faculty member completes A-113 travel expense report and submits the report and all receipts for expenses to be reimbursed. All prepaid or previously reimbursed expenses must be noted on the expense report to reflect the full cost of the trip.

**Exceptions to A&S Travel Policy**

Department head submits an email request to the Dean with explanation of why an exception is needed. If exception is approved, department head forwards email approval to the departmental staff member to make travel arrangements and to include with their p-card documentation.

**Related Links** <http://www.uc.edu/af/policies/#hilites>

All travel must comply with UC's policies

Travel Expenses (policy 2.1.6) and meal expenses (policy highlights/quick reference list -Food and Meals Reference list.

Forms: UC Travel Authorization (A112) and Travel Reimbursement (A113) <http://www.uc.edu/af/policies/>

In addition to the required A112 and A113 forms, departments may require faculty to complete an internal TA that provides more detailed travel information.

Internal Travel Authorization: Attached excel file