

Revised statements of responsibility for the traveler & approver.

Traveler/Employee

The individual submitting a *Travel and Expense Report* bears the responsibility to:

- Verify that all expenses being paid or reimbursed by the University are valid and conform to this policy and understand that requests lacking required documentation and/or business purpose will be questioned and perhaps not be reimbursed through this policy.
- Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted expense report, cash advance, or by an outside agency or other third party.
- Submit all forms related to his/her travel to Accounts Payable within 60 days of completion of travel or incurrence/payment of the business expense.
- Retain accountability for ensuring all expenses are in accordance with this policy even though the employee may delegate responsibility for *Travel and Expense Report* preparation to an assistant.

Authorizer/Approver

Individuals authorized to approve business expenditures of other employees will administer this policy and are responsible to:

- Attest that the purpose of the expense is valid and directly related to University business.
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business travel. Explanation of such expenditures must be included on *Travel and Expense Report*.
- Send approved *Travel and Expense Report* directly to Accounts Payable (on a timely basis).
- Understand that the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the individual responsible for departmental approval.