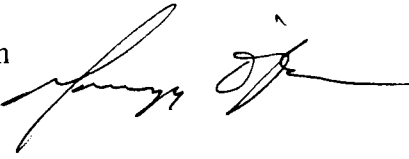


TO: Vice Chancellors, Deans, Directors, and Department Chairs

FROM: Gregory M. St. L. O'Brien
Chancellor 

DATE: February 20, 1995

RE: Revised PM-13 and AP-10.3

Attached are revised copies of PM-13 and AP-10.3. PM-13, which addresses University Travel Regulations, supersedes the LSU System memorandum date January 14, 1991. AP 10.3 has been revised to address both travel expense reimbursements and travel and non-travel advance authorization settlement.

Please make certain that all employees are aware of these new procedures.

OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy and
Procedure (AP) 10.3
Effective Date: 1/1/95

This document supersedes AP 10.3 dated 6/15/83, which is hereby rescinded.

SUBJECT: TRAVEL EXPENSE REIMBURSEMENT,
TRAVEL AND NON-TRAVEL ADVANCE AUTHORIZATION AND SETTLEMENT

PURPOSE

To establish standard procedures for travel expense reimbursement and for the granting and settlement of travel advances and other non-travel advances.

DEFINITIONS

1. Travel Advance - University funds provided in cash or by check to a faculty or staff member for authorized travel expenses. General use of travel advances by the University ceased July 1, 1988 by State mandate. There are some circumstances, enumerated below, which allow exception to the travel advance prohibition.
2. Travel Reimbursement Voucher - Accounting form through which the employee lists his/her travel expenses and files for reimbursement of same from the University. An electronic version of the Travel Reimbursement Voucher for personal computer application is available from the Accounts Payable Department of the Office of Accounting Services.
3. Due Date - Date by which travel reimbursement voucher must be settled with the University by the traveler. Generally, this is thirty calendar days after the completion of the trip.
4. Non-Travel Advances - Cash advanced for other University approved expenditures such as petty cash purchases.

AUTHORITY

Division of Administration Policy and Procedure Memorandum 49 (State General Travel Regulations) and Louisiana State University Permanent Memorandum 13 (University Travel Regulations).

GENERAL POLICY

Policies and procedures governing State travel are to be found in the State publication *Louisiana Travel Guide*, which is updated annually; the Division of Administration Policy and Procedure Memorandum 49 (State General Travel Regulations); and Louisiana State University Permanent Memorandum 13 (University Travel Regulations). Copies of these documents are available in the college offices.

Requests for reimbursement of travel expenses must be filed within thirty calendar days after completion of a trip, whether or not an advance has been drawn.

In accordance with State policy, travel advances to University employees ceased July 1, 1988. (See following paragraph for exceptions.) Since that time, the State has awarded an American Express Corporate Card contract each fiscal year for State agency use. There is no annual fee for the corporate card for State employees. Applications may be obtained from departmental offices or the Office of Business Affairs and must be submitted to the State through the Office of Business Affairs. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate credit card.

The State will allow the University to grant exemptions to the travel advance prohibition based upon the following criteria. The University will advance to faculty and staff members estimated travel expenses to be incurred on University business travel only if one of the following criteria is met. Requests for exemptions to the general policy must be submitted first to the Department Head, and then to the Bursar's Office.

- a. Employees whose salary is less than \$15,000 per year.
- b. Employees who applied for the American Express Corporate Card, but were rejected (proof of rejection must be submitted along with the request for advance).
- c. Employees who accompany and/or have responsibility for students on group travel.
- d. New employees who have not had the time to apply for or receive the card.
- e. Employees traveling for extended periods, defined as more than 30 days.
- f. Employees traveling to remote destinations in foreign countries.
- g. Other extraordinary expense items not covered by the corporate card and approved by the Offices of Academic and Business Affairs.

Any ticket booked by a traveler thirty days or more in advance, and for which the traveler has been billed, may be reimbursed by the University. This is to be done by means of a memorandum to the Accounts Payable Department, Office of Accounting Services, routed through the normal travel reimbursement approval channels, requesting reimbursement. The original flight itinerary or other receipt showing that the flight has been fully paid for must be attached to the memorandum.

Travel advances, if allowed under one of the exceptions noted above, may not be drawn more than ten days before departure. Conference registration fees may be paid in advance through the Purchasing Department. Please prepare a standard University Check Request for processing through the Purchasing Department early enough to allow for registration deadlines.

Written approval of a request for an advance by the traveler's dean or director responsible for the department's travel budget will be required before an advance will be made. The recipient of an advance must sign the University's *Travel Advance Settlement Agreement* (copy attached) at the time of receiving the advance.

Advances for amounts \$350.00 and under may be issued in cash; those for amounts over \$350.00 must be issued by check.

The recipient of an advance will be personally responsible for settlement within thirty calendar days after completion of a trip. If settlement is not made by the due date, the University will deduct the amount that is due from the recipient's paycheck or, in the case of a student, place University holds against the student's grades, transcripts and/or registration.

PROCEDURES

Travel Advance Request

1. Faculty or staff member (traveler) completes the *Travel Advance Settlement Agreement* and presents the form to his/her Department Head and Dean for approval.
2. The traveler then presents the approved request to the Bursar. If the advance is over \$350.00, the advance will be made by check by the Bursar's Vault Accountant. The check will be ready within two working days. Lesser amounts will be advanced in cash over the Bursar's Counter.
3. The traveler must sign the *Settlement Agreement* at the time he or she receives the cash or check from the Bursar. The traveler should read the agreement carefully before signing, as the terms of the agreement will be strictly enforced.
4. A copy of the *Settlement Agreement* and *Travel Expense Voucher* will be given to the traveler by the Vault Accountant in the Bursar's Office.
5. The Travel Expense Voucher should be received in the Office of Accounting Services no later than thirty calendar days after the completion of the trip, together with any settlement due on the advance. Please note that the thirty day time limit applies to settlement of travel expenses even if no advance has been drawn.
6. If the advance is not settled by the due date, the Bursar will send a reminder notice to the traveler. If no response is received within five working days, the Bursar will send a second reminder notice to the appropriate dean or director. If the traveler does not respond within five working days of the second notice, the Bursar will refer the advance to the Accounts Receivable Manager, who will continue collection efforts. If these efforts are still unsuccessful, the Accounts Receivable Manager will arrange for a deduction from the traveler's next paycheck in order to recover the advance. The Accounts Receivable Manager will send the traveler a notice confirming the payroll deduction.
7. Travel advances will be issued to students only with the approval of the Department Head.

Travel Advance Settlement

1. The traveler submits a completed *Travel Expense Voucher* listing expenses and the budget account numbers to be charged to the Vault Accountant in the Bursar's Office. The voucher must be signed by the Department Head and Dean. ORIGINAL RECEIPTS MUST BE ATTACHED.
2. The travel expense voucher will be submitted to the Accounts Payable Department for processing. Cash due the University by the traveler may be paid either in cash, check, or charge at the Bursar's Counter.

Non-Travel Advance

1. Obtain and complete the *Receipt for Cash Advance Form* (copy attached) including approval from the Department Head. The individual who is the "Recipient of Advance" will be the name used to set up the Accounts Receivable for the cash advance.

2. Prepare and attach a memo listing amounts and identifying object classes of anticipated expenditures.
3. Obtain approval for the advance from either the Director of Accounting Services, the Assistant Director or the Bursar.
4. For amounts \$350.00 and under, present three copies of the receipt form to a Bursar cashier. If the form is properly completed, an account number will be assigned and the funds will be advanced. A copy of the form will be returned with the signature of the cashier processing the advance.

Non-Travel Advance Settlement

1. Prepare a memo listing actual purchases and the budget account numbers to charge for each purchase. The memo is to be signed by the Department Head and the **original** receipts are to be attached.
2. Submit the memo to the Purchasing Department which must approve purchases and receipts before clearing at the Bursar's Counter.
3. Present the memo approved by the Department Head and Purchasing Department and related receipts to the Bursar cashier.
4. Bursar cashier will verify the original receipt totals and confirm the authorized approval signatures before clearing the advance.
5. Advances must be settled by the date shown on the advance receipt (within thirty calendar days of receipt of the advance).



Gregory M. St. L. O'Brien
Chancellor

UNIVERSITY OF NEW ORLEANS
OFFICE OF ACCOUNTING SERVICES

RECEIPT FOR CASH ADVANCE

Name _____ Date _____
(Please Print)

I acknowledge receipt from Bursar:

_____ Dollars (\$ _____)

for (purpose):

Budget Code: _____ Fiscal year to be charged: _____

I agree to settle this advance on or before _____
Date (no later than 30 calender days after advance)

If not settled when due, I hereby authorize the University to deduct the amount of the unsettled balance from any sum due me for services or otherwise.

Approved: _____ Signed: _____
Department Head Receptient of Advance

_____ Building and Room Number
Dean

_____ Building and Room Number

Advanced by:

Approved:

A/R Account Number:

_____ Office of Accounting Services

New Orleans
Louisiana 70148
(504) 286-6211

STUDENT TRAVEL ADVANCE SETTLEMENT AGREEMENT

I, _____, acknowledge receipt
from the Bursar's Office of _____
(\$ _____) as an advance for the cost of _____

I agree to settle this advance by filing a Travel Expense Voucher
and returning any unused funds on or before _____
_____. I also acknowledge receipt of the Travel Expense
Voucher. If I have not settled this advance with the
Bursar's Office by the due date, I understand that the University
will place holds against my grades, my transcript requests, and
will not permit me to register for the upcoming semester.

Signature of Traveler

original-Bursar
copy-Traveler

Funds Released By
(Bursar Staff Member)

New Orleans
Louisiana 70148
(504) 286-6211

FACULTY/STAFF TRAVEL ADVANCE SETTLEMENT AGREEMENT

I, _____, acknowledge receipt from the Bursar's Office of _____ (\$ _____) as an advance for the cost of _____

_____. I agree to settle this advance by filing a Travel Voucher and returning any unused funds on or before _____. I also acknowledge receipt of a Travel Expense Voucher.

If I have not settled this advance with the Bursar's Office by the due date, I hereby **authorize the University to deduct the full amount due from my next available paycheck following the due date of my settlement.**

Signature of Traveler

original-Bursar
copy-Traveler

Funds Released By
(Bursar Staff Member)