

Juarez, Mary

From: Boltz, Roger
Sent: Wednesday, February 11, 2009 2:52 PM
To: OPTOMETRY; Graduate Students; STAFF; Faculty; Clinic Faculty
Subject: Travel Requests

In the past few days, I have had a number of faculty, staff, and students submitting Travel Requests after they have already traveled. As I sent out in the e-mail in December, 2008, the University is holding the line on enforcing their policy which says that Travel Requests must be submitted prior to the travel occurring. They will no longer accept memos of explanation/excuse as to why procedures were not followed. Similarly, receipts for travel reimbursement should be turned in within 30 days of completion of the travel.

With regard to pre-payment of registration, you can complete a purchase request for reimbursement after paying but prior to the travel. Remember, receipts need to be turned in no later than 60 days after acquiring the expense.

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