



## **Travel Certification Agreement**

*(Please send completed form to Accounts Payable, Oregon Hall)*

### **Travel Reimbursement Certification Training**

The Business Affairs Office (BAO) is offering certified departments the ability to process and approve travel reimbursements at the department level. Certified departments will no longer require BAO Travel Office (A/P) review and approval prior to reimbursement to the traveler. Certification requires that the department travel administrator successfully complete a training program and reimbursement review phase.

### **Certified Department Responsibilities**

The department head and travel administrator of a certified department are responsible to follow all rules and regulations applicable to travel. The BAO will conduct monthly reviews of selected paid travel reimbursements. The documents will be selected on certain criteria, and randomly. The department will provide to the BAO the original documentation for reviewed reimbursements. Travelers may be required to pay back overpayments identified through the review process. The sanctions process for noncompliance with UO and FASOM travel policies is detailed at <http://baowww.uoregon.edu/policy/tr01.pdf>

***I agree to process and approve travel reimbursements according to the rules, regulations, and processes governing UO travel and described on the BAO travel web site, FASOM, and BAO travel guide. I will not share my Duckweb username and Personal Access Code with anyone.***

\_\_\_\_\_  
Travel Administrator Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***I agree to the responsibilities associated with the delegated authority to process and approve travel reimbursements in my department, and will uphold the rules, regulations and processes governing UO travel.***

\_\_\_\_\_  
Department Head Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Name

### **BAO Approval**

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date