

TR01 Travel Sanctions Policy

Effective 15 Jan 2003

Last Revised 2 Apr 2009

Who Should Read This Policy

Certified Travel Administrators and their Unit Administrators.

Background & Purpose

Department travel administrators have expressed a desire for more autonomy in travel reimbursements. After successful completion of a training process, the department travel administrators may choose, with the department head approval, to be “certified” to process and approve travel reimbursements at the department level, and retain all documentation.

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. This policy describes the sanctions process for improper reimbursements identified during this post payment review process.

Policy

The UO Travel Manager shall have the authority to evaluate violations and impose consequences for improper travel expenditures and reimbursements approved by department travel administrators.

Authority

The Director of Business Affairs has authority for administering this policy and has delegated its implementation to the UO Travel Manager

References

UO Travel Sanctions Policy - TR01

<http://baowww.uoregon.edu/Policy/TR01.pdf>

UO Travel Administration (Policy and Procedures)

<http://baowww.uoregon.edu/traveladministration.htm>

OUS FASOM 11 - Travel

<http://www.ous.edu/cont-div/fasom/toc11.php>

Travel Certification Program

<http://baowww.uoregon.edu/travel/travelcertificationprogram.htm>

Related Procedures

Business office staff will conduct periodic reviews of selected travel reimbursements.

Business office staff will contact the department travel administrator on questioned transactions or procedures.

If the questioned transaction is in violation of travel policies, business office staff will document the results of follow-up and the Travel Manager will determine the appropriate course of action.

In determining the appropriate course of action the Travel Manager will consider the following types of questions:

- Have there been similar violations previously?
- Have there been violations of a different nature previously?
- Is the travel administrator aware the expenditure violates travel policies?
- What actions if any has the travel administrator taken regarding the violation?
- What is the nature of the violation?

Potential courses of action taken by the Travel Manager may include but are not limited to the following:

- E-mail or written notification to the travel administrator identifying the violation and providing an explanation or clarification of the policy. If the Travel Manager has knowledge that violations have occurred in the past, the e-mail will reflect that information.
- A copy of the email to the travel administrator's supervisor.
- A copy to the traveler.
- Invitation to attend a new training session (optional).
- Requirement to attend a new training.
- Restrictions or removal of authority to process travel reimbursements.
- Notification to appropriate university authorities.

Contact

For questions contact the Travel Manager at 346-3158