

BOWLING GREEN STATE UNIVERSITY

PROCEDURES FOR PREPARING TRAVEL EXPENSE REPORT

The Travel Expense Report should be used to claim reimbursement for authorized expenses for University employees. Receipts are required, when applicable (cancelled checks will not be accepted in lieu of receipts) and all reimbursements will be limited to those provided in the Travel Policy. A PDF Travel Expense Report can be found at www.bgsu.edu/offices/business.

All expenses for the trip must be shown on the Travel Expense Report. This includes conference registration fees that were paid in advance, airline fares that were paid by the University or have previously been reimbursed to the traveler, and any other costs that have been previously incurred, regardless if paid by the University or reimbursed to the traveler. A separate column is included on the Travel Expense Report for the recording of these expenses. This column does not add into the total for reimbursement.

The signature approval of the traveler and his/her supervisor constitute certification of the propriety of all expenses listed as actually necessary in the performance of the official University business and in accordance with this Travel Policy.

A separate Travel Expense Report should be submitted for every overnight travel event within 20 days of return. At a minimum, a monthly report is necessary for cumulative smaller activity that does not include overnight stay. All travel occurring prior to June 30 needs to have a Travel Expense Report submitted by that date to assure the costs are included in the fiscal year when the travel occurred.

Currency conversions for foreign travel can be done by the employee (showing details) or the Business Office will make the conversion.

Actual signatures of the employee and the budget administrator or supervisor are necessary on the Travel Expense Report. Facsimile signatures or initialed signatures are not acceptable.