



3344-69-04 Prepayment of expenses.

- (A) To request prepayment of common carrier transportation, either:
- (1) Contact one of the authorized travel agencies and make your travel arrangements. Instruct the travel agency to deliver your tickets to your department along with an invoice. Attach the original invoice to a small order form or to a purchase requisition (if the amount of the invoice exceeds the maximum limit for a small order form). Forward small order forms to accounts payable; purchase requisitions should be sent to purchasing services. Use of a pcard is also permitted.
 - (2) Purchase your tickets directly (from the carrier, from a web site, or from a travel agent) and obtain a receipt showing proof of payment. Attach the receipt to a small order form or to a purchase requisition (if the amount of the invoice exceeds the maximum limit for a small order form). Forward small order forms to accounts payable; purchase requisitions should be sent to purchasing services. Use of a pcard is also permitted.
- (B) To request prepayment of conference registration fees, the traveler shall submit a completed small order form or a purchase requisition (if the amount of the registration fee exceeds the maximum limit for a small order form), along with the original registration form and a copy of the registration form. Forward small order forms to accounts payable; purchase requisitions should be sent to purchasing services. Accounts payable will submit the registration form along with a check. Use of a pcard is also permitted.
- (C) When airfare and lodging are purchased as a package from a travel-related web site, lodging may be reimbursed in advance of travel, provided that the traveler demonstrates that booking lodging in this manner has saved the university money.
- (D) All other travel expenses shall be paid for by the traveler and original receipts submitted for reimbursement on the travel approval and expense report.

- (E) Faculty and staff who are traveling out of the country for an extended period may, with the approval of the appropriate vice president, receive a travel advance.
- (F) Lodging for students may be prepaid by submitting either a purchase requisition or a small order form.

Policy Name: Prepayment of Expenses.
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