



**3344-69-09 Reporting and documentation of expenses.**

- (A) All requests for reimbursement of travel should be made on the standard university travel approval and expense report. If additional space is required, a supplementary schedule may be attached.
- (B) The travel approval and expense report must be submitted after completion of travel unless prepayment of registration by the university is the only expense incurred.
- (C) The travel approval and expense report should be completed and filed with the appropriate supervisor within two weeks of the travel completion date.
- (D) The travel approval and expense report must be signed by the traveler and the expenses approved in accordance with rule 3344-69-03 of the Administrative Code. The approvals received prior to the trip were intended only to authorize the travel. The travel approval and expense report is then forwarded to accounts payable.
- (E) If the trip is cancelled and there has been any prepayment of fees by the university, the department will be charged for these expenses. If Cleveland state university is due a refund, it is the responsibility of the department to follow-up with the vendor and ensure that credit is received.
- (F) If a receipt is lost, the traveler must provide a written statement indicating that it was lost. This statement must be signed by the traveler.
- (G) If the traveler received a travel advance, original receipts must be submitted and remaining funds returned to the university within two weeks of the travel completion date. If funds are not returned within a reasonable time, the full amount of the travel advance will be taxed to the traveler and included on his/her W-2. Subjecting the advance to taxation does not relieve the traveler from the responsibility of accounting for the advance and returning any unused funds.

**Policy Name:** Reporting and documentation of expenses.  
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