MEMORANDUM

To: All employees

FROM: Lisa H. Ridpath, Associate Vice President for Finance and Administration

CC: Richard S. Alvarez, Vice President for Finance and Administration
William H. Shorter, University Controller

DATE: March 4, 2013

SUBJECT: Updated request for travel requirements

This memo supersedes the previous memo sent on January 18, 2013 titled ‘Notification of state and university travel policies’. In an effort to create efficiencies, the University’s travel policy has been reviewed and requirements for completing a Request for Travel (RFT) Form have been modified as explained below to align with the requirements in the CAPP Manual. Travelers who do not plan with careful consideration to University and State policies may bear the additional expense personally.

Summary of changes outlined in this memo:

- Streamlined process of when a Request for Travel Form needs to be completed
- Modified the Request for Travel Form to assist end users with completing the form
- Expanded the University’s Travel Policy and Travel Quick Reference Guide documentation for easy use
- University wide training sessions March 14 and 22, see details below

The following changes are effective March 1, 2013:

A Request for Travel (RFT) Form is **only** required under the following circumstances:

- All travel funded by Sponsored Programs (i.e. grant funds) regardless of amount

- All overnight travel that exceeds $500 regardless of funding source (i.e. state, foundation, or personal funds)

- All exception based travel to include:
  - When Travel Designee Approval (as appointed by the President) is required:
    - Lodging Exceptions - up to 50% over the guidelines
    - Alternative Lodging
  - When President Approval is required:
    - Travel involving 4 or more employees to the same destination (One coordinator should be designated to collect all travel documentation to submit to President’s Office with a memo stating the justification of 4 or more traveling)
    - International travel (areas outside of the 48 contiguous United States)
    - Cabinet Secretary approval (coordinated by the President’s Office) - Secretary of Education approval required for international travel involving 4 or more employees
Day travel or non-exception overnight travel less than $500 must be approved verbally by the supervisor. An RFT Form is no longer required under these circumstances.

A Travel Expense Reimbursement Voucher (TERV) will not be processed without the required supporting documentation. Therefore, when in doubt or if there is potential for the cost of the overnight trip to exceed $500, an RFT Form should be completed in advance.

All travel expenses, regardless of amount, must be encumbered (via SSB or eVA) whether or not an RFT is required. Departments are responsible for developing internal procedures for budgetary control of all travel costs including when an RFT is not required.

The RFT Form has also been modified in an effort to enhance usability and eliminate common errors. Many of the changes on the RFT Form are organizational and formatting in nature, however please note the following content changes made to the RFT Form:

- Requirements for when the form is required are noted at the top for easy reference.
- Meal and Incidents line has been condensed and a link to the per diem calculator is added to ensure the appropriate amount is calculated.
- Section added to incorporate the state required justification into the existing form when requesting 150% of the allowable lodging rate.
- Section added to request travel designee approval when requesting a business meal.
- Instructional comments within each cell have been added for end user reference.

As referenced in the January 18, 2013 memo, the following item remains unchanged:

- **Submission of Travel Expense Reimbursement Voucher (TERV)**-The CAPP Manual (i.e. State policy) states, "Travelers must submit the TERV to the supervisor within 30 working days after completion of the trip. ... In the case of continuous travel, the traveler must submit the voucher to the supervisor within 30 working days of the last day of travel for which reimbursement is requested. However, employees on continuous travel should request reimbursement at least monthly."

Noncompliance with University and State policies may result in audit findings from Internal Audit as well as external auditors. Travel records are reviewed thoroughly on an annual basis by the Auditor of Public Accounts. Compliance reviews are also conducted by the Department of Accounts, at their discretion, in accordance with the Memorandum of Understanding governing the decentralization of financial records, which includes an extensive review of travel records. Also, audits of various grants may be conducted by federal and state agencies.

It is important to allow ample time for review when approval must be granted at various levels.

**Effective with all travel occurring on or after March 1, 2013, Travel Expense Reimbursement Vouchers (TERV) received in Accounting Services that do not comply with University and State policies will not be processed and will be returned to the traveler. The traveler will be required to provide written documentation approved by the travel designee to explain why the reimbursement voucher did not comply with University and State policies for further consideration.**
University and State Policy, forms, and resource materials should be referenced and can be found on the Accounting Services website at:
http://www.radford.edu/content.accounting-services/home/travel.html

Training sessions open to the University have been scheduled on March 14th at 10am in Hurlburt Student Center rooms 249/250 and March 22nd at 2pm in Heth 22 to discuss the new changes. I also continue to encourage you to contact or meet with our accounts payable technician, Cary Brown, who provides one-on-one training related to travel that may be able to address any questions or concerns. She can be reached at ext. 7616 or by email at nbrown@radford.edu

To Deans, Directors and Department Heads

To ensure that travel is compliant with University and State polices, please review your department’s procedures in processing travel requests and implement controls to ensure compliance.

Also, please ensure all employees in your area are aware of this memorandum.