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
    Bill Shorter, University Controller

DATE: Jan. 18, 2013

SUBJECT: Notification of state and university travel policies

To ensure travel reimbursements are processed in a timely manner and remain in compliance with university and state policies, the following requirements are being sent as a reminder. The complete university and state policies can be found on the Accounting Services website at: http://www.radford.edu/content/accounting-services/home.html

- **Prior approval when four or more employees travel to the same destination.** University policy states that "the prior written approval of the University President is required for travel by four or more individuals to meetings and conferences," which is instituted based on the Commonwealth Accounting Policies and Procedures (CAPP) Manual. The CAPP Manual also states, "To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be approved in advance by the Agency Head or designee. This includes travel of presenters as well as attendees. For international travel, such approval must be obtained from the responsible Cabinet Secretary."

- **Complete and approve Request for Travel form prior to travel.** University policy requires a Request for Travel form for all travel. Employees are in travel status when they are outside of a 25-mile radius of their designated base point. Therefore, a Request for Travel form must be completed for all individuals in travel status, whether or not the University will incur any cost related to the travel.

- **Prior approval for lodging cost exception.** University policy states, "Exceptions to lodging guidelines and other items that require President or designee approval must be justified in writing and granted prior to the travel," which is instituted based on the CAPP Manual. The CAPP Manual also states, "For all official State business travel, the Agency Head or designee is authorized to approve reimbursement in advance, for lodging up to 50% over the guidelines when circumstances warrant." This section also states, "Expenses in excess of the guidelines will not be reimbursed, unless approved in advance as required in the Approval and Exceptions section. Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally."

- **Submission of Travel Expense Reimbursement Voucher (TERV).** State policy regarding the CAPP Manual 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 Jan. 21, 2013, travel reimbursement vouchers received in Accounting Services that do not comply with university and state policies, to include these established time limits, will not be processed and will be returned to the traveler. The traveler will be required to provide written documentation to explain why the reimbursement voucher did not comply with the established time limits.**

I also 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.

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**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 requests for travel and implement controls to ensure compliance.

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