

TR01 Travel Sanctions Policy

Effective 15 Jan 2003

Last Revised 19 February 2016

Who Should Read This Policy

Certified Travel Coordinators and their Unit Administrators.

Background & Purpose

After successful completion of the training process a travel coordinator may choose, with the department head approval, to be certified to process and approve certain travel reimbursements at the department level and retain all documentation.

The department head and certified travel coordinator are responsible to follow all rules and regulations applicable to University of Oregon (UO) travel. The Business Affairs Office (BAO) travel department will conduct monthly post transaction reviews of selected paid travel reimbursements. This policy describes the sanctions process for improper reimbursements identified during these post transaction reviews.

Policy

The UO Travel Manager shall have the authority to evaluate violations and impose appropriate consequences for improper travel expenditures and reimbursements approved by certified department travel coordinators.

Authority

The Associate Vice President for Business Affairs and Controller has authority for administering this policy and has delegated its implementation to the Director of Financial Services and the UO Travel Manager.

References

UO Travel Administration (Policy and Procedures)

<http://ba.uoregon.edu/staff/travel>

Related Procedures

BAO Travel Office will conduct periodic reviews of selected travel reimbursements.

BAO Travel Office will contact the certified department travel coordinator(s) on questioned transactions or procedures.

If the questioned transaction is in violation of travel policies, BAO Travel Office will document the results of follow-up and the Travel Manager will determine the appropriate course of action.

In determining the appropriate course of action the Travel Manager will consider the following:

- Have there been similar violations previously?
- Have there been violations of a different nature previously?
- Is the travel certifier aware the expenditure violates travel policies?
- What actions if any has the travel certifier taken regarding the violation?
- What is the nature of the violation?

Potential courses of action taken by the Travel Manager may include but are not limited to the following:

- E-mail or written notification to the travel certifier identifying the violation and providing an explanation or clarification of the policy. If the Travel Manager has knowledge that violations have occurred in the past, the e-mail will reflect that information.
- A copy of the email to the travel certifier's supervisor.
- A copy to the traveler.
- Invitation to attend a new training session (optional).
- Requirement to attend a new training.
- Restrictions or removal of authority to process travel reimbursements.
- Notification to appropriate university authorities.

Contact

For questions contact the Travel Manager at 346-3158