

# TR01 Travel Sanctions Policy

Effective 15 Jan 2003

Last Revised November 2022

## Who Should Read This Policy

Certified Travel Coordinators and their Unit Administrators.

## Background & Purpose

After successful completion of the training process a travel delegate may choose, with the department head approval, to be certified to process and approve certain travel reimbursements at the department level. The university's managed travel program is the system of record and retains all documentation.

The department head and Processor are responsible for following all rules and regulations applicable to University of Oregon (UO) travel. Business Affairs (BA) Travel Office conducts routine reviews of approved travel reports. 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 Processors.

## Authority

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

## References

UO Travel Policy

<https://ba.uoregon.edu/travel>

## Related Procedures

BA Travel Office conducts routine reviews of selected travel reimbursements.

BA Travel Office will contact Processor on questioned transactions or procedures.

If the questioned transaction is in violation of travel policies, BA 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~~ Processor aware the expenditure violates travel policies?
- What actions if any has the Processor 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 Processor identifying the violation and providing an explanation or clarification of the policy. If the Travel Manager has knowledge that a violation(s) have occurred in the past, the e-mail will reflect that information.
- A copy of the email to the Processor'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