Travel Policy: Traveler and Approver Responsibilities

Introduction

The Traveler and Approver Responsibilities Policy articulates the responsibilities for those who are subject to, and responsible for, travel on University business.

The purpose of the Travel Policies are to provide clear policies and procedures that are compliant with state and federal regulations, promote safe travel, and allow for reasonable and manageable travel expenses while maintaining the necessary controls and accountability.

This policy is organized as follows:

- Traveler Responsibilities
- Approver Responsibilities

Additional Travel Policies for the various components of travel can be found in the Related Policies section below.

Policy Statement

The Traveler and Approver Responsibilities Policy articulates the responsibilities of those involved in travel, or the travel process, to ensure travel is appropriately documented, properly allocated and authorized, must be accommodated by the relevant operating budget or sponsored project funding, and within the guidelines of these policies.

Through this policy the University strives to promote safe and economical University travel while maintaining the necessary controls, accountability, compliance with applicable federal and state laws, and administrative efficiency. All University funds— including gifts, grants, and contracts, shall be used in a reasonable and prudent manner and only for activities related to Brown’s primary mission of education, research and public service.

Additionally:

- Departments may elect to impose stricter budgetary controls over travel expenditures than those required by this policy.
- Travel charged to a sponsored project should follow the guidelines set forth by this policy unless the funding agency imposes greater restrictions.
- Intentional disregard for the University's travel policy and procedures may be considered grounds for disciplinary action, and/or for prosecution in the case of fraudulent misrepresentation of travel expenses.
- The authority for determining which travel expenditures are reimbursable under a particular grant or contract lies with the Office of Sponsored Projects.

Traveler Responsibilities

Travelers are expected to spend University travel funds prudently, collect proper receipts, and submit accurate and timely expense reports. Brown only reimburses actual travel costs incurred. Traveler responsibilities include:

- The traveler is responsible for providing an accurate, truthful, and sufficient documentation to
support allowable expenses paid by the University.

- If the traveler is requesting reimbursements for travel expenses for anyone other than him/herself, the relationship and reason for the additional reimbursement must be clearly stated.
- Travel expenses must be reasonable and meet University policies and procedures.
- It is the responsibility of the individual being reimbursed to provide a clear and complete business purpose for all of the expenses submitted for reimbursement.
- Travel charged to a sponsored project must follow the guidelines set forth by this policy unless the funding agency imposes greater restrictions.
- The University reserves the right to impose more stringent requirements on individual travelers.
  - Departments may elect to impose stricter budgetary controls over travel expenditures than those required by this policy.
- Intentional disregard for the University’s travel policy and procedures may be considered grounds for disciplinary action, and/or for prosecution in the case of fraudulent misrepresentation of travel expenses.
- Travel expenses that combine personal and business travel must clearly demonstrate the cost of business travel versus the combined business/personal travel. The University will reimburse business portion of the expenses, not to exceed your actual expenses.
  - For example, the quote for the airfare of your business travel must be printed out as if you were traveling only for business at the time you are booking your combined travel.
  - Attach the printout of the quote and your receipt for your purchased ticket to the expense report.

- Travelers/Employees must submit expenses for reimbursement within 60 days of the expense. Expenses older than 60 days that are submitted for reimbursement will be paid in the employee’s payroll check. See the Expense Reimbursement Policy for additional information.

**Approver Responsibilities**

Approvers are responsible for ensuring compliance with both the Brown University Travel Policy and related government policies and regulations. Responsibilities include:

- Prudent use of University Funds regardless of the type of expenditure and source of funds.
  - Approvers are to ensure that expense reimbursement requests are timely and accurate.
- Exempt and non-exempt employee’s manager is to ensure the travel expenses are for University business purposes.
- Cost Center Manager accountabilities include review of the expenses, ensuring that:
  - Required receipts are attached,
  - Expenses are in compliance with University policies
  - Documentation of Business Purpose sufficiently communicates the need for the expense.
  - Travel expenses are for University business purposes.
- Grant Manager is to ensure that the expenses follow the University’s and the funder’s policies for allowable costs.
- Controller’s Office ensures that the expense reimbursement report complies with University policies and IRS regulations, has a valid business purpose, and all business receipts and documentation are in order.
  - The Controller’s Office staff may request additional information or clarification of any expense item.
  - Senior Officers, members of the President’s Cabinet, are the only approvers for expenses that exceed policy guidelines and procedures.

**Definitions**

**Senior Officers Staff**: Members of the President’s Cabinet
Responsibilities

Controller’s Office: The Controller’s Office ensures compliance with federal and state statutes and process transactions.

Cost Center Managers: Cost Center Managers ensure compliance with this and other relevant University Policies. The Cost Center Manager approves air travel reimbursements.

Financial Coordinators: Financial Coordinators compile relevant supporting documentation and initiates travel reimbursement transactions.

Frequently Asked Questions

It is essential that a family member travels with me. May I be reimbursed for the family member’s ticket?

The travel of an employee’s spouse, significant other, friend, or family member is not reimbursable without an explicit Brown University business purpose and advance approval, in writing, from a senior officer.

Related Policies

Travel Policy: Air Travel
Business Meals & Hospitality
Travel Policy: Ground Transportation
Travel Policy: Lodging
Travel Policy: Miscellaneous Expenses
Travel Policy: Senior Staff Travelling Together
Travel Policy: Travel and Business Meals
Visitor Travel Reimbursement

Related Information

American Express Corporate Card

Policy Owner Approved by Vice President for Finance & Chief Financial Officer

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