

COLLEGE OF FINE ARTS TRAVEL POLICIES AND PROCEDURES

FAMILIARIZE YOURSELF WITH UNIVERSITY TRAVEL POLICIES

- To learn more about the university's most up to date travel information, visit <https://www.bsu.edu/about/administrativeoffices/accounts-payable/travelinfo>
- To learn more about the university's travel reimbursement rates and breakouts, visit <https://www.bsu.edu/about/administrativeoffices/accounts-payable/travelinfo/travel-policy-rates-and-breakouts>
- **Your CFA travel coordinator (sometimes referred to as your delegate in the web pages above) is Kristi Pence. Her office is located in the music instruction building (MIB) room 136, her campus extension is 5-5501 and her email is klpence@bsu.edu.**

TRAVEL FUNDING

- Each unit manages its own unique process by which funds may be solicited for travel purposes. These processes will continue to live at the unit level, and faculty / professional staff / travelers should familiarize themselves with their respective unit's procedures.
- Travel funding may also come from beyond the unit, and might include, but not be limited to, internal grants, external grants, research incentive account funds, and / or personal funds.
- The faculty / professional staff / traveler is responsible for maintaining documentation of these funds, and should keep copies of these funding notices for reference - you may be asked to provide fund numbers (aka FOAPs) which can be found in this documentation.
- The procedures outlined below should be undertaken once funding has been determined.

TRAVEL AUTHORIZATION PROCESS

- To begin the travel authorization process, faculty / professional staff / traveler must complete the CFA Travel Authorization (TA) Form, which can be located at the CFA Faculty and Staff Resource webpage.
- Faculty / professional staff / traveler must complete this paperwork as soon as the details of travel are known, and / or a minimum of 21 days in advance of the start date of travel, whichever is earlier.
- The completed TA form should be sent to the CFA travel coordinator through email - again, this must be received a minimum of 21 days in advance of the start date of travel. The information provided will then be used to generate your pre-authorization for travel in the Chrome River system.
- This travel authorization process is not complete until you receive an email from the Chrome River system AND click the green approve button to send / submit. If you have not received this email within 15 days of the start date of travel, please email the CFA travel coordinator.
- **Travel authorizations received by the CFA travel coordinator less than 21 calendar days in advance of the start date of travel will not be accepted. Exceptions to this will only be made in emergency circumstances, and must be requested through the CFA associate dean.**
- Travel details requested on the TA form should be completed as fully as possible. If certain details of travel are still unknown, best "guesstimates" should be included.
- When submitting the TA form via email, supplementary documents re: how the travel is funded should be attached. Examples include but are not limited to:
 - If your unit is funding a portion of the travel, the traveler would attach the email or letter they received from the unit indicating the amount of approved funding.
 - If the travel is being funded through a grant, the traveler would attach the sponsored projects notice (which ideally includes the fund number, aka FOAP) they received indicating the amount of approved funding for travel.

- If the travel is being funded through a research incentive account, the traveler would attach the notice (which ideally includes the fund number, aka FOAP) they received indicating the amount of funds available for travel.
- Please note that units are responsible for managing the funding components of travel, and any questions the traveler may have re: the funding questions on the TA form should first be directed to the unit administrative coordinator.
- Please keep the CFA travel coordinator apprised of any changes that occur between the travel authorization approval and the start of travel by email as soon as these changes are known.

TRAVEL REIMBURSEMENT PROCESS

- Faculty / professional staff / traveler must complete these reimbursement procedures ideally as soon as they return to campus, and within 30 days of the return date of your trip.
- Please note that purchases made PRIOR to travel (for example airfare, conference registration, etc.) must be submitted within 30 days of PURCHASE. The traveler will assume the cost if they don't complete the travel.
- **Please note that it is university policy that all requests for reimbursements must be submitted (and have moved fully through the approval process) within 60 days of purchase. This policy is why CFA requires these reimbursement materials in the college office within 30 days of purchase or within 30 days of travel - whichever comes first. This allows our office to ensure these are processed within the university time frame, as there are NO EXCEPTIONS to this and reimbursements that are not fully through the process within the above stated timeframe WILL NOT BE REIMBURSED.**
- Best practices for submitting your receipts include the following:
 - Submit the reimbursement information **via email** to the CFA travel coordinator.
 - Include name, contact info (email and phone number should there be questions), and the dates and times of departing for and returning from travel.
 - Receipts should be itemized, scanned, and attached to the email, ideally as one attachment.
 - If you must submit reimbursement information as a hard copy, follow best practices above, and if receipts are smaller than an 8 ½ X 11 piece of paper, please tape them to a regular piece of paper to ensure they are not lost / misplaced. Materials should be addressed to MIB Room 136.
- This reimbursement process is not complete until you receive an email from the Chrome River system AND click the green approve button to send / submit. Please double check the amounts to ensure they are correct, and if you have not received this email within 7 days of submitting your receipts for reimbursement, please email the CFA travel coordinator.

BLANKET TRAVEL REQUESTS

- Units who engage in the blanket travel authorization process should submit all known requests for faculty and staff no later than the first Tuesday in September for the following academic year.
- Additional requests for blanket travel authorization made after this date MUST be sent to the CFA travel coordinator at least 28 days prior to the first date of travel, and ideally as soon as they are known.
- Blanket travel requests should include the following information:
 - Names
 - ID Numbers
 - A copy of your valid Indiana Driver's License
 - The duration of the authorization - (semester specific, academic year, calendar year, etc.)