

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>OCE – Business and Finance: Travel and Expense Reimbursement</b>		<b>SOP #: CE.001.03</b>
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 11/30/21, 10/21/22, 05/22/23	

### **1. Purpose**

The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for requesting approval for Travel and Expense Reimbursements.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Director of Clinical Education

Assistant Director of Clinical Education

Associate Dean of Clinical Education

### **4. Definitions/Abbreviations**

- A. OCE - The Office of Clinical Education

### **5. Procedural Steps**

- 5.1.1. The Travel Requisition form is required to be filled out and approved PRIOR to traveling.
- a. The APPROVAL – the staff member must obtain the direct supervisor’s signature 7-10 business days prior to traveling.
- 5.1.2. After the trip, the staff member will submit the Expense Report and attach the mileage form and itemized receipts.
- a. The APPROVAL – the staff member must obtain the direct supervisor’s signature.
- b. The OCE will submit the approved Expense Report to the Finance Office for Reimbursement via eRequester.

### **6. Reports/Charts/Forms/Attachments/Cross References**

[Travel Requisition Form](#)

[BCOM Expense Report](#)

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### **7. Maintenance**

The OCE will review this procedure as necessary.

### **8. Signature**

Approved by

6.2.2023

Director of Clinical Education

Date

### **9. Distribution List**

Internal

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12.1.2021	5	Updated information about submitting travel requisition		12.9.2021
10.21.2022	5 & 6	Hub switched to "RAC" & updated links.		10.21.2022
05.22.2023	3,5, & 6	Updated the link and procedures to reflect using new system		6.2.2023