

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>OCE – Business and Finance: Travel and Expense Reimbursement</b>		<b>SOP #: CE.001.02</b>
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 11/30/21, 10/21/22	

### 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

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.
  - b. The OCE will submit the approved Travel Requisition to the Finance Office.
- 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.

### 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

Director of Clinical Education

10.21.2022

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