

**LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Financial Services

MAPP 05.05.05

AREA: Procurement and Payment Services

I. POLICY

Lamar University (LU) follows an orderly, transparent process for University-sponsored travel. As part of this process, authorization prior to travel is required before any employee may engage in University travel and before an employee may be reimbursed for completed travel.

This policy establishes time frames or deadlines by which LU employees must submit required documentation and approvals/signatures to receive authorization or reimbursement for University travel.

II. PURPOSE AND SCOPE

This policy applies to all LU employees who engage in University-



- E. If a cash advance has been received, an employee must submit a Travel Voucher, with the appropriate back-up documentation and approval signatures, within the 30-day time frame or be subject to payroll deduction for the funds advanced. Cash advances will be deducted from any travel reimbursement due the employee.
- F. Travel Vouchers may not be reimbursed if the vouchers, with appropriate back-up documentation and approval signatures, are submitted after the 30-day deadline. After this deadline, the Department Head must provide justification regarding the reason for the delay and the Travel Voucher and supporting documentation must be reviewed by the Associate Vice President for Financial Services or the Vice President for Finance and Operations. They may approve, deny, or modify the voucher (i.e., reimburse a lesser amount) or process the reimbursement as "nonaccountable" at their discretion. The decision of the Associate Vice President for Financial Services or the Vice President for Finance and Operations in this matter is final and no appeals will be granted.
- G. Fiscal year-end processing may impact these time frames. Should travel occur in August, please process Travel Vouchers as promptly as possible upon return given the fiscal year-end of August 31.
- H. Reimbursements under Accountable Plans must contain adequately accounted for expenses within a reasonable period of time. To prevent travel reimbursements from having to be treated as "nonaccountable" and ultimately reported and included in box 1 of Form W-2 along with an employee's wages and salary, it is imperative that expenses are accounted for in a timely manner (30 days).
- I. Different policies and regulations may apply to travel funded through contracts, grants, gifts, or other funding sources. If the contract, grant, gift, or other funding source does not specify time frames, the time frames in this policy will apply.
- J. Exceptions to these policies may be made on a case-by-case basis and must be reviewed and approved by the Associate Vice President for Financial Services or the Vice President for Finance and Operations.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Jeremy C. Alltop	02/25/2022
_____ Vice President for Finance and Operations	_____ Date
Dr. Jaime R. Taylor	02/25/2022
_____ President	_____ Date

REVISION LOG

Revision Number	Date	Description of Changes
1	02/21/2022	Initial version created.
	02/25/2022	Version