

GWINNETT UNIVERSITY CENTER GUIDELINES FOR PROCESSING TRAVEL AND O&E REQUESTS

TRAVEL

In-State Travel:

1. Faculty Member will complete and submit travel expense statement to department Office Manager or Accountant. Original receipts must accompany travel expense statement. Small receipts should be taped to an 8 ½ X 11 sheet of copy paper.
2. Department Office Manager or Accountant will check travel expense statement, initiate check request and obtain signatures department signatures.
3. Office Manager or Accountant will forward the original check request, travel expense statement, original receipts and two complete copies of back up to Jeanine Meeler, College of Education Business Office, G4 Aderhold.

Out-of State Travel Authority:

1. Faculty Member will submit request for out-of state travel authority to department Office Manager or Accountant (at least 2 weeks prior to travel).
2. Office Manager or Accountant will check T A and have department head sign and authorize trip. Jeanine Meeler will acquire Dean's signature.
3. Office Manager or Account will send signed TA, plus two copies to Jeanine Meeler
4. After trip is completed, follow the above guidelines for submission of travel expense statement and check request.

ALL FORMS MUST BE TYPED.

**TRAVEL CHECK REQUESTS MUST BE SUBMITTED TO COE BUSINESS OFFICE
WITHIN 30 DAYS OF TRIP TO RECEIVE REIMBURSEMENT.**

OPERATING SUPPLIES & EXPENSE:

Check Request for Reimbursable Expenses:

1. Department will initiate Check Request (paper or electronic).
2. Send original and 2 complete copies of receipts/documents to Jeanine Meeler, College of Education Business Office, G4 Aderhold.
3. All small receipts should be taped on 8 1/2 x 11 sheet of paper.

ALL FORMS MUST BE TYPED.

Electronic Purchase Orders:

1. Department will initiate Electronic Purchase Order or Check Request.
2. Purchase Orders and Check Request will flow to appropriate levels as initially set up.
3. Any attachments should be forwarded by department to Expenditure Control and Jeanine Meeler.

**O&E CHECK REQUESTS MUST BE SUBMITTED TO COE BUSINESS OFFICE
WITHIN 30 DAYS OF INCURRED EXPENSE TO RECEIVE REIMBURSEMENT**