Pharmacy Travel Policy Guidelines – Post-Travel Procedures

The objective of the Travel Policy is to ensure efficiency and fiscal accountability for university business travel. The University will pay for the lowest reasonable and necessary expenses incurred for authorized business travel.

Reimbursements
- Reimbursement of travel expenses must be supported by original, itemized receipts where required. Clear documentation is required for all expenses.
  - Review the Travel Policy for examples of the required acceptable documentation for reimbursement (link below).
- Personal funds expended for business travel will not be reimbursed until after the trip occurs and the travel reimbursement has been entered into the eTravel system and approved by the delegated approval authority.
- The traveler must submit a request for reimbursement with supporting documentation within 90 days of the return date. Travel Arrangers should work with travelers to ensure they comply with this policy.
- Reimbursements that exceed the travel estimate by 20% or more must be approved by the designated approval authority.
- Per diem may not be reimbursed when other meals are provided. Examples are continental breakfast provided by hotel or conference, lunch provided by host or conference.
- Conference agendas are required to be attached if attending a conference. When you are an invited speaker not at a conference, the email invite or symposium flyer is required in general.
- Economy plus, seating upgrades and/or pre-boarding options cannot be reimbursed.
- First class airfare cannot be reimbursed. Business class is allowable only for international flights where one segment is more than 5 consecutive hours.
- For more information on rental car policies, please see the College's one-page rental car guidelines.
- Miscellaneous expenses considered necessary for business travel (e.g. taxi fares, baggage fees, parking, tolls, internet connectivity, Visas, immunizations, etc.) may be reimbursed without a receipt for each individual expense that is $50 or less. However, a detailed description (e.g. “taxi fare to and from JFK airport”) and associated business purpose for the expense must be documented for auditing purposes.

Cash Advancement Reconciliation
Cash advance expenses must be documented with original, itemized receipts (or equivalent documentation) and must be reconciled within one month of the return date.
  - Any cash in excess of approved reimbursable expenses must be returned to the appropriate departmental account or sponsored project within the same one month period.

Third Party Payments
All third party reimbursements/payments must be documented in the reimbursement request. The university will not make advance payments or reimburse travel expenses that have been or will be reimbursed to the traveler by a third party.

Record Retention
All required documentation is to be stored in the eTravel system. Original documentation held by the CBO may be destroyed 60 days after verification the payment has been made.

Policy exceptions are to be occasional and non-recurring. Multiple infractions may prompt loss of partial or full reimbursement.

The complete Travel Policy is available at: http://busfin.osu.edu/FileStore/PDFs/211_Travel.pdf