



**3344-69-09 Reporting and documentation of expenses.**

- (A) All requests for reimbursement of travel should be made on the standard university travel approval and expense report. If additional space is required, a supplementary schedule may be attached.
- (B) The travel approval and expense report must be submitted after completion of travel unless prepayment of registration by the university is the only expense incurred.
- (C) The travel approval and expense report should be completed and filed with the appropriate supervisor within two weeks of the travel completion date.
- (D) The travel approval and expense report must be signed by the traveler and the expenses approved in accordance with rule 3344-69-03 of the Administrative Code. The approvals received prior to the trip were intended only to authorize the travel. The travel approval and expense report is then forwarded to accounts payable.
- (E) If the trip is cancelled and there has been any prepayment of fees by the university, the department will be charged for these expenses. If Cleveland state university is due a refund, it is the responsibility of the department to follow-up with the vendor and ensure that credit is received.