Traveler Responsibilities

Individuals submitting Expense Reports bear the responsibility to:

- Verify that all expenses are valid and conform to the Bucknell Travel Policy (BTP), which can be found at http://www.bucknell.edu/x93159.xml

- Attach all supporting documentation required by the BTP.

- Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted Expense Report, through a cash advance, or by another agency or third party.

- Submit all Expense Reports through B-Travel within 14 days of the completion of the trip.

- Retain accountability for ensuring all expenses are in accordance with the BTP, and any sponsoring organizations if applicable, even though responsibility for preparing Expense Reports may be delegated to someone else.

- Ensure that appropriate budget charge numbers are included for each expense.

- When pre-trip approval is required, attach a copy of the pre-approval to the Expense Report. Requirements for pre-trip approval may vary among divisions and depend upon purpose of travel.

- Understand that Expense Reports that do not conform to the BTP or lack required documentation will be returned to the Traveler and may not be reimbursed.
Delegate Responsibilities

Individuals preparing reports on behalf of travelers are responsible to:

- Accurately prepare Expense Reports based on information provided by the Traveler, and inform the traveler when expenses do not comply with the BTP.

- Appropriately attach all documentation provided by the traveler to each expense report, including documentation of pre-trip approval if applicable.

- Return the prepared Expense Report to the Traveler. The Traveler is responsible to submit the Expense Report for approval.

Approver Responsibilities

Individuals authorized to approve the business expenditures of others will administer the Bucknell Travel Policy (BPT) and are responsible to:

- When required, assure that pre-approval for the trip was obtained and documentation is attached to the Expense Report.

- Attest that the purpose of the trip is valid and directly related to University business.

- Request further documentation or explanation for expenses that appear excessive or unusual.

- Approve Expense Reports with 7 days of receipt. Once Expenses Reports are approved, they may either be forwarded to Accounts Payable for Payment or forwarded for subsequent approvals. The need for multiple approvals will vary among divisions at Bucknell.
• Understand that while Accounts Payable will review Expense Reports, primary responsibility for the appropriateness of the expenses, and compliance with the BTP, rests with Travelers and Approvers.

• Expense Reports that are not approved, or that require additional documentation, will be returned to the Traveler.

• Approvers are responsible to ensure the above tasks are completed, but may assign a delegate approver for preliminary review of expense reports.

**Controller’s Office/Accounts Payable (Processor)**

The Accounts Payable group within the Controller’s Office is responsible to review Expense Reports prior to processing payment to verify that expenses are reasonable and meet the following criteria:

• Expenses are in compliance with the Bucknell Travel Policy (BTP) and are supported by documentation that is both complete and in accordance with the BTP.

• Expenses conform to requirements imposed by the Internal Revenue Service and, where applicable, sponsoring agencies.

• Expenses have been approved by an appropriate approver.

• Expense Reports that are not appropriately approved, or that require additional documentation, will be returned to the Traveler.