

Supervisor - TRIP Review Guidelines

“Responsible for timely review and processing of all travel documents for compliance with University policies and procedures.”

- 1) Verify traveler is your employee and eligible for travel status.
- 2) All expenses related to the trip are included in the travel document and are accurate.
- 3) All expenses were incurred in the performance of the traveler’s official duties and support the mission of the department.
- 4) All expenses are in compliance with the University’s policy on travel expenses, BPM section E-5-1.
- 5) None of the expenses are personal or unallowable.
- 6) No expenses are claimed that have been or will be reimbursed from another source, were provided free of charge or were covered by conference registration fees.
- 7) Do the comments explain any missing documentation, how they arrived if no mileage has been requested, or other additional information?
- 8) Do the comments help identify if any professional improvement funds are being used?
- 9) Verify correct fund source is used
 - a. State Funds 10125XXXXX
 - b. County Funds 1013250XXX
 - c. Other
- 10) Check that the correct template is used: “overnight trip” or “day trip(s)” (or “travel amendment” if applicable).

NOTE: Day trips should normally be combined on one TRIP. Also, day trips and overnight trips CANNOT be combined. If the traveler returned home for one night of the same trip, that must be submitted as a separate day trip.

- 11) Verify monthly personnel mileage log is attached with correct signatures on any monthly day trips.
- 12) Review that all receipts are listed in TRIP, as well as attached.
- 13) If reviewing a monthly travel, make sure the trip has been submitted the day **after the last date of travel**.
- 14) Verify TRIP is submitted within 30 days of travel. If not, did the traveler use the comments to explain.
- 15) **DO NOT use – Reject** (The travel document is cancelled, the encumbrance is liquidated, and the workflow stops.)
- 16) **Does the document explain Who, Why, Where, When and How the employee traveled?**
- 17) Additional Resources can be found on this link - <https://cafebusinesscenter.ca.uky.edu/content/trip-travel-reimbursements>
- 18) Official Travel Approver Training - http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/How%20to%20Approve%20a%20Travel%20Document_0.pdf