



Office of the Dean
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To: CPSPE Faculty, Staff, Students

From: Eric J. Amis, Dean

Subject: Travel Reimbursement Policy

Effective July 1, 2015 all travelers on College business must follow the process below.

1. Prior to travel complete [certification of leave form](#) and include pertinent travel information. Route for approval signatures of Department Chair and CPSPE Dean/Finance Director. Any reimbursement requested without a preapproved certification of leave form, will be reviewed by the dean on a case by case basis only with a complete out-of policy memo.
2. Travel arrangements and collection of receipts are the sole responsibility of the traveler.
3. Receipts for each trip should be delivered to the Finance Office along with a [charge assignment form](#) which is used to propose a speedtype account and has an attestation confirming allowability.
4. Finance office staff will process the [formal travel report](#), collate receipts, reconcile with approved certification of leave forms, and ensure fiscal prudence and pertinence of expense and speedtype. If there are issues with the proposed speedtype, the Finance Office staff will work with the requester to address. If CPSPE faculty, staff, and students wish to process their own formal travel report and send to travelexpensereport@uakron.edu, they can do so provided that signature authority is issued on the form (Finance Director or CPSPE Dean must approve).
5. Finance office staff will send the finalized reimbursement to procurement and/or accounts payable for processing and will follow up with CPSPE faculty, staff, and students in a timely fashion to determine that reimbursement has been received.

All expenses and travel must be in accordance with UA's policy on travel. Additional travel information can be found on the [controller's website](#).