

Per our meeting last week you will find below the finalized procedures for processing travel authorizations and vouchers. The routing slip and spreadsheet will be emailed to you later this week. If you have any further questions, please let me know.

## **PROCEDURES**

### **AUTHORIZATIONS**

A request is received for processing.

The appropriate admin staff prepares the travel authorization, using a dummy #. Route authorization to Budget for a number. DO NOT walk it to the analyst. If it is an emergency, please route it through the Administrative Officer (AO) for the number. Once a number is assigned it will be returned to the admin staff to enter the number in the system. Forward the authorization to the AO for review.

After the AO approves the travel authorization will be returned to the admin. staff to continue.

Admin staff will forward it to the traveler's immediate supervisor for approval.

Once approved, make two copies: 1 copy for the traveler, one copy for budget, and file the original in the traveler's file.

Admin staff needs to send Budget an electronic version 2-3 days prior to the traveler leaving on their trip. The admin staff will set their personal calendars with travel dates and indicate the YREGDOC #, as a reference #, in order to receive a reminder message to send an electronic version to budget.

### **VOUCHERS**

Traveler submits travel voucher to the appropriate Admin staff in a blue pocket folder with all receipts within 5 days from returning from their trip.

Admin prepares voucher. If information is incomplete, voucher is returned to traveler with notations on the route slip as to what additional information is needed.

If all information is received, voucher is prepared and forwarded to the AO for review.

The AO approves and returns the voucher to the Admin staff.

The Admin staff types the name of the traveler and supervisor in the signature area and the forwards to the traveler for signature. The traveler will sign and return to the Admin staff.

The Admin staff will forward voucher to the supervisor for signature. The voucher will be returned to the Admin staff after approved.

The Admin staff will make two copies: one for Budget, one for the travel file.

The Admin staff will send the original and the copy to Budget together and forward the voucher's electronic version all in the same day. Budget will forward the original to Finance.

**NOTE:**

A new routing slip will be developed to use for travel. This slip will indicate at which stage the paperwork is in so it will be easier to find.

AND

A spreadsheet will be developed which will be updated each time the paperwork is returned to the admin staff. This will be the electronic tracking device to let us know what stage of the process the paperwork is in.