10/11/2022 Resources and Environment meeting notes

Subject: Pre-payment of travel expenses

Matt
Have to be reimbursed personally

Helmut
Textiles - Some have their own p-card, some use departmental p-card, some prepay and
Get reimbursed.
Poole - reimbursement must be in 30 days

Craig
Reimbursement is slow. All faculty in CHASS have the right to have a p-card but are
discouraged to do so.
All airfare, registration and hotels are put on departmental p-cards.

David
Humanities all reimbursement, all funneled through administrative assistant.

Pieter
Poole college - at department level there are p-cards that can be used, otherwise pay personally
and get reimbursed.

Conclusion: Departments need to train new faculty on travel authorizations, reimbursement and
how to prepay travel expenses.