

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.