

TRAVEL

Off-Campus

Travel allocations are determined by the County Extension Coordinator for each county and notification as to amounts is given to each District Administrative Director. Travel vouchers are typed using the computer generated forms sent to each off-campus location and then printed on lavender paper (ordered through ACES Publication office). Travel vouchers are sent to the appropriate District Administrative Director for signature and then forwarded directly to the Procurement and Payment Office for processing. Checks are mailed to the System employee by the Procurement and Payment Office. Questions dealing with lost travel vouchers or late payment of travel vouchers should be directed to the Regional Extension Office.

Administrative Services only needs copies of travel claims on contract/grant accounts and the in-service training account.

On-Campus

Travel allocations are given to each merged unit along with supply allocations at the beginning of each new fiscal year. These allocations are in each unit's maintenance support account and travel vouchers use that account for reimbursement.

Contracts/Grants

Off-Campus

In processing travel vouchers involving contract/grant accounts, the forms must be routed through the County Extension Coordinator, District Administrative Director and then on to Administrative Services. Signatures are required from each of these individuals (to include the project leader). Administrative Services will affix the Director's signature and forward to Procurement and Payment Services.

On-Campus

In processing travel vouchers involving contract/grant accounts, the forms must be routed through the appropriate academic department head, academic dean's office, then on to Administrative Services. Signatures are required from each of these individuals (to include the project leader). Administrative Services will affix the Director's signature and forward to Procurement and Payment Services.

In-Service Training Account

Off-Campus

In processing travel vouchers involving the in-service training account, the forms must be routed through the County Extension Coordinator, District Administrative Director and then on to Administrative Services. Signatures are required from each of these individuals. Administrative Services will affix the Director's signature and forward to Procurement and Payment Services.

On-Campus

In processing travel vouchers involving the in-service training account, the forms must be routed through the appropriate academic department head, academic dean's office, then on to Administrative Services. Signatures are required from each of these individuals. Administrative Services will affix the Director's signature and forward to Procurement and Payment Services.