1. Purpose
The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for requesting approval for Travel and Expense Reimbursements.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Director of Clinical Education
Associate Dean of Clinical Education

4. Definitions/Abbreviations
A. OCE - The Office of Clinical Education

5. Procedural Steps
5.1.1. The Travel Requisition form is required to be filled out and approved PRIOR to traveling.
   a. The APPROVAL – the staff member must obtain the direct supervisor’s signature.
   b. Submit the approved Travel Requisition to the Finance Office.
5.1.2. After the trip, the staff member will complete the BCOM Expense Report and attach the itemized receipts.
   a. The APPROVAL – the staff member must obtain the direct supervisor’s signature.
   b. Submit the approved Expense Report to the Finance Office for Reimbursement.
5.1.3. Hub Coordinators’ monthly reimbursements – In addition to the BCOM Expense Report, the Hub Coordinators have to submit the Mileage Report.

6. Reports/Charts/Forms/Attachments/Cross References
   Travel Requisition Form
   BCOM Expense Report
   Mileage Report
### 7. Maintenance
The OCE will review this procedure as necessary.

### 8. Signature

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<td>Irina Zhorzholiani, MBA</td>
<td>9/3/19</td>
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<td>Director of Clinical Education</td>
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### 9. Distribution List

Internal

### 10. Revision History

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<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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