

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – Business and Finance: Travel and Expense Reimbursement	SOP #: CE.001.01
Effective Date	07/01/18
Last Revision/Review	11/29/18, 8/28/19, 11/30/21 update

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. The OCE will 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. The OCE will submit the approved Expense Report to the Finance Office for Reimbursement.
- 5.1.3. Hub Coordinators’ monthly reimbursements – In addition to the Burrell Expense Report, the Hub Coordinators have to submit the Mileage Report. They are not required to submit the Travel Requisition prior to submitting the mileage and expense reimbursement reports.

6. Reports/Charts/Forms/Attachments/Cross References

[Travel Requisition Form](#)

[BCOM Expense Report](#)

[Mileage Report](#)

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7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Signature on File

12.9.2021

Director of Clinical Education

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12.1.2021	5	Updated information about submitting travel requisition		12.9.2021