



1301.1.1f - TRAVEL PREPARER CERTIFICATION FORM

Travel Preparer Information	
Employee Name:	
Title:	PID:
Email:	
Phone:	Dept. Number:
Department Name:	CB #
Signature _____ Date: _____	
Signature above indicates understanding and agreement to the assigned responsibilities as detailed by the Certified Travel Preparer Program.	

Department Approval (Dean/Director/Department Chair)	
Name of Approver:	_____
Title of Approver:	_____
_____	_____
<i>Signature</i>	<i>Date</i>

Please Deliver completed form to Travel Services, CB# 1230

Procurement Services Approval	
Name & Title	Martha J. Pendergrass, Director
_____	_____
<i>Signature</i>	<i>Date</i>

CERTIFIED TRAVEL PREPARER PROGRAM

PROGRAM PURPOSE: The purpose of the Certified Travel Preparer Program is to ensure timely and accurate reimbursement of travel expenses and avoid duplication of effort in reviewing travel expense forms (i.e., Travel Authorization or Travel Reimbursement). By mutual agreement between a campus unit (a college, school, or department) and Travel Services, the shared responsibility for reviewing travel expense forms will be formally coordinated with the campus unit. The Certified Travel Preparer Program applies to travel expense forms processed through Web Travel. The responsibilities of the campus unit and Travel Services are delineated below.

DEPARTMENTAL RESPONSIBILITIES:

1. The campus unit shall designate one or more individuals as Certified Travel Preparer(s) for the department.
2. The Certified Travel Preparer shall review all travel expense forms for compliance with State and University travel policies and procedures and take any appropriate corrective actions. Appropriate, detailed expense accounts will be indicated on the travel expense form.
3. Necessary receipts to document expenses shall be provided in a format that is considered “scanner-ready” to allow efficient use of the imaging system.
4. The Certified Travel Preparer shall attend appropriate training and customer service sessions, receive travel surveys and distribute information on the Certified Travel Preparer Program to their campus unit.

TRAVEL SERVICES RESPONSIBILITIES:

1. Travel Services shall consider the travel expense forms ready for processing and not perform a pre-audit.
2. Travel Services shall conduct or coordinate training sessions on components of the Certified Travel Preparer Program and travel policies and procedures.
3. Travel Services shall perform a post-audit on a sample basis to verify accuracy and completeness of travel expense forms.