

Travel Reimbursement Policy
College of Arts and Architecture
Est. July 2018, Revised August 2019

The Penn State travel policy is very clear that reimbursements are to be submitted within 60 days of the completion of the trip in order to be reimbursed. The College of Arts & Architecture will adhere to this policy. Any reimbursements submitted beyond 60 days after the completion of a trip will require Dean's approval to be reimbursed. Exceptions will be minimal and will be for only extenuating circumstances if at all. Request for exception should be sent to Kate Domico, Dean of Administration for consideration. Thank you for your assistance and attention to timely travel reimbursements.

Here is an excerpt from TR02 Penn State Travel Policy:

TRAVEL SETTLEMENT

Settlement of travel charges must be completed within 60 days of the completion of the trip but should be completed as soon as possible after the conclusion of the travel. If the travel is funded by a sponsored award, the settlement should be completed within 30 days. Employees who do not settle travel expenses, whether on the purchasing card, travel advance or for reimbursement, within 60 days of the end of travel, may not be eligible for reimbursement of expenses paid personally and may have the purchasing card charges and/or travel advance amount deducted from their paycheck, as outlined in the Purchasing Card Cardholder Agreement, at the discretion of the Budget Executive or the Corporate Controller's Office.

*Kathryn Kensinger
Financial Officer*