

TRIP APPROVALS

Any trip taken for USW, whether it be for a conference, training, or team travel, will have a Trip Approval form filled out and supervisor's signature. The Trip Approval form should be turned into the Accounts Payable office at least two weeks prior.

After submission to the Accounts Payable office, the Trip Approval will be processed and a Purchase Order (PO) will be produced and issued for the person taking the trip. If an advance is requested, a check will be issued for the amount indicated on the Trip Approval. Coaches may also use a credit card for travel. (Note for coaches: if a credit card is indicated, the PO will show \$1 until after the trip at which time it will be adjusted to actual charges.)

Upon return from the trip, an Expense Report, receipts, and PO will need to be submitted to the Accounts Payable office.

If the Expense Report is less than the Trip Approval form, no additional signatures are required. If the Expense Report is greater than the Trip Approval form, a supervisor's signature will be required before processing.

If you owe money to the Cashier from the Expense Report being less than any prior Advances, attach the receipt for payment to the Expense Report.

Coaches – if a credit card was used, attach receipts to the Expense Report.

October 21, 2021