



THE OHIO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
OFFICE OF RESEARCH

Formal Sub-Certification

SUB-CERTIFICATION AREA

Does the college/office have processes and monitoring activities in place to ensure compliance with University Travel Policies?

CONTROL

All Travel Requests and Reimbursement for the Office of Research Administration, Industry Liaison's Office, Project GRO, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, Institute for Energy & the Environment, University Laboratory Animal Resources, OR Information Systems, OR Training, Education, and Communication, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science follow University Segregation of Duties requirements. The appropriate levels of approval are documented and followed for each Travel initiated within these individual Units.

PROCEDURE

The Office of Research Administration, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, University Laboratory Animal Resources, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science all initiate their own Travel Requests and Travel Reimbursements into the University Travel System. The Industry Liaison's Office, Project GRO, Institute for Energy & the Environment, OR Information Systems, and OR Training, Education, and Communication, submit Travel Requests and Travel Reimbursements to the Office of Research Business Office for entry into the University Travel System. Once entered into the system, the Request/Reimbursement is reviewed for appropriateness by the Authorized business purpose approver for that area as designated by the Office of Research Delegation of Signature Authority document. The business purpose approver is not authorized to approve his or her own travel requests and reimbursements. If the request/reimbursement is appropriate and authorized by the approver, the documents are then forwarded to the unit's system approver for compliance review and system approval.

Before system approval the Travel Requests/Reimbursements receive a compliance review by the unit's approver. This compliance review includes a review of any applicable OSU Travel and Business Expenditure Policy areas. If there are any compliance issues that need to be resolved with the documents, the unit system approver works with the initiating unit to correct these issues. Once the compliance review has been completed the system approver signs the transaction to show that the compliance review has been completed and that the transaction is appropriate. The transaction is then system approved within the travel system and the documentation is sent back to the department for tracking and reconciliation purposes.

All University Travel Requests and Reimbursements are reviewed for exceptions to University policies. If there are any exceptions to the University policies found in these transactions the Office of Research Business Office then works with the Unit in hopes to resolve the exception if possible. If the exception cannot be resolved, the Office of Research will then decide whether to approve the transaction as an exception or to disallow the transaction if applicable. If the transaction is approved as an exception, the transaction is tracked via the Office of Research Exception Log. This log is maintained by the Office of Research Business Office which tracks each Unit's exceptions to check for patterns.

The Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, University Laboratory Animal Resources, Ohio Learning Network, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science reconcile all original documentation to the University general ledger monthly. This reconciliation is used as a budget monitoring process as well as a final check for any discrepancies or fraudulent activity. Once the unit reconciler has completed the reconciliation the reconciler signs the OAA Reconciliation Checklist and initials the OAA Reconciliation Summary. The checklist is acknowledged and signed by the Unit head and turned into the Office of Research Business Office along with the summary, pcard log, and pcard transaction report. The Office of Research Business Office completes the monthly reconciliation process for the following units: Office of Research Administration, Industry Liaison's Office, Project GRO, Institute for Energy & the Environment, OR Information Systems, OR Training, Education, and Communication, Research Foundation, and Research Compliance.

Documents Used to Support This Area

OSU On-line Travel System User and Access Request
OSU Cash Advance Request Form
OSU Special Handling Travel Reimbursement Form
Office of Research Delegation of Signature Authority Document