

Administrative Code of Conduct

The University's Ethics Guide / Administrative Code of Conduct states:

"Utah State University (USU) is committed to maintaining high standards of integrity and ethical practice in the discharge of its three-fold mission in learning, discover and engagement. In keeping with this commitment institutional officers' conduct should be characterized by integrity and dignity, and they should expect and encourage such conduct in others."

All employees are expected to adhere to professional ethics and the administrative code of conduct. The guide is particularly important for employees in an administrative or management capacity. This includes Principal Investigators, Directors, Department Heads, Deans, etc. The guide contains information and policy references concerning managing conflicts of interest, best business practices and internal controls.

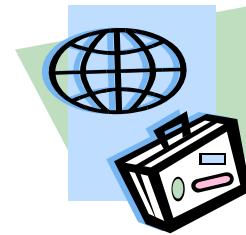
The Administrative Code of Conduct / Ethics Guide is available at: <http://www.usu.edu/aa/ethics/pdf/manual.pdf>

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Travel Authorizations: Tips for Properly Completing a TA

PLEASE NOTE: The following tips are not intended to replace the travel policy or instructions. For complete information, please visit the Controller's Office Travel website at: <http://controller.usu.edu/travel/travel.html>



Section 2B Travel Plan:

This section documents destination, duration and purpose of trip.

- **Destination:** The destination should be the final destination, not the arrival airport. For example, if travel is to attend a conference in Palo Alto, California, write "Palo Alto, California" not "San Francisco." The destination should be specific. "Various" is too broad and could allow inappropriate travel.
- **Departure/Return Date:** The date should also be as specific. It should not say "Various" - even if it is a blanket travel order. It should list a finite date range, i.e., May 1-31 2008.
- **Purpose of Trip:** The purpose of the trip should be specific and clear. If there are acronyms, it is helpful to spell them out. The trip authorizer / approver should clearly understand the purpose and confirm it is consistent with the University's objectives prior to approving the TA.

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Travel Authorizations (continued)

Section 3A Funding Approval:

The account administrator over the index approves funding. If another department is paying, their account administrator must approve the funding. This approval is separate from travel approval in Section 3B.

Section 3B "Pre-Trip Travel Authorization":

This section documents the traveler's supervisor has approved the absence to conduct University business. It must be signed and dated in advance of travel. A "see below" referencing post trip reimbursement approval does not constitute pre-authorization. **NOTE:** The cognizant Dean or Director, and Vice President, Provost or President must pre-approve out of state travel on appropriated funds and international travel. Sponsored Programs must pre-approve international travel on contracts and grants.

Section 4A Post-Trip Reimbursement Detail: In order to accurately calculate per diem, this section must be completed in full. Since per diem is based upon duration of the travel, this section must include **dates and times**.

Section 4B Reimbursement Request Summary:

This section lists all travel expenses incurred. Itemized receipts substantiating the business purpose must be attached. A Summary of Actual Travel Costs Form helps to calculate per diem: http://controller.usu.edu/travel/forms/cost_form.html.

Section 4C Post Trip Reimbursement Approval:

Signatures indicate traveler and approver are certifying expenses claimed are correct. For this reason, this section **MUST** be signed and dated **AFTER** travel is complete and all receipts are attached. If it is signed in advance, inappropriate expenditures could be included in Section 4B the Reimbursement Request Summary. Signing this section before Section 4B is completed is like signing a blank check!

Fiduciary Responsibility: Approvals

Understanding one's fiduciary responsibilities is critical for making sound business decisions. A fiduciary is expected to act with great care, putting the interests of the University above their own personal interests or gain.



For employees in the position to approve transactions, one of the most important decisions is when to spend University funds. Funds are committed via EPAFs, P-Card transactions, requisitions, travel authorizations, etc. Administrators have a duty to carefully review transactions prior to approving expenditures. Administrators are ultimately responsible for ensuring approval decisions are reasonable, in the best interest of the University and compliant with pertinent laws, regulations and policies. When you authorize a transaction (either by signature or electronic approval), you are acknowledging you have evaluated the transaction for compliance, reasonableness and applicability to the University mission. Accountability is how approvers demonstrate they are fulfilling their fiduciary responsibilities.

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