

**Attachment B** to Final Audit Response 2-14-02

February 14, 2002

**MEMORANDUM**

TO: Faculty

FROM: David A. Knapp, PhD  
Dean

SUBJECT: Amendment to School of Pharmacy travel policy

The University System of Maryland Internal Audit Office recently conducted an audit of the School of Pharmacy. The auditor recently submitted recommendations to the School of Pharmacy based on her findings. The audit report includes a recommendation that Expense Statements be submitted no later than 45 days after the trip has been completed.

*Reason: ROEs are due within 90 days of an NIH grant expiration. The 45 day cutoff allows sufficient time to process the expense and report the expense in the ROE.*

Effective today, in those instances where a required out-of-state travel request form was not submitted prior to a trip, or if the Expense Statement is submitted after a 45 day period has elapsed, the requestor is required to provide a written explanation to the Associate Dean for Administration for the lateness. Upon receipt of Associate Dean for Administration's approval, the expense statement may be processed for payment.

DAK:lcc