

The Ohio State University

College of Arts and Sciences

Department of Physics; Guidelines for Minimizing Exception

The department continues to incur policy exceptions. The college has advised us that the level of exceptions is unacceptable and therefore we would like to **minimize** all exceptions. Please take note of the following reminders for the most frequent problems:

➤ **Travel:**

- **ALWAYS establish a T# prior to departure** – these must be approved both by faculty (or others with documented signature authorization) **and** the department managers, chair or vice-chairs to avoid an after the fact exception. Please confirm a T-number has been issued before your trip, and don't wait until the last minute to enter a travel request.
- **Rental cars – utilize contracted rental car agencies** when possible
 - **If** unable to use contracted rental car agency – you **MUST** purchase DW/CDW/LDW and liability insurance – personal insurance coverage is not sufficient.
- Requests for reimbursement with supporting documentation **must** be submitted **within 90 days** of the return date (please allow time for your admin to process as well).

➤ **Purchasing:**

- **Do not allow goods or services to be provided until an order is in place.** A purchase order must be issued prior to the purchase occurring or it will be considered an After-The-Fact purchase.

➤ **HR**

- **Lead time of twelve (12) business days will be required prior to the hire of any individual for any job** – faculty, visitor, staff, postdoc, graduate student, or undergraduate student. We encourage a 12 day lead time for position extensions and position up-dates, but they are not true exceptions (yet), per the Hiring process changes.

Helpful policy, guidelines, and other forms can be found at:

<http://ascbsc.osu.edu/forms>

<http://ascbsc.osu.edu/files/ASC%20Travel%20Policy%20Procedures%20Pre%20Travel.pdf>

<http://ascbsc.osu.edu/files/ASC%20Travel%20Policy%20Guidelines%20Post%20Travel.pdf>

<http://ascbsc.osu.edu/files/ASC%20Travel%20Policy%20Rental%20Cars7.14.pdf>

etravel.osu.edu

<http://ascbsc.osu.edu/files/ASC%20Guidelines%20for%20University%20Purchasing.pdf>

<https://physics.osu.edu/sites/physics.osu.edu/files/PHYSICS%20HIRING%20DOCUMENTS%20AND%20PROCESSING%20TIMELINES.pdf>