College of Education Business Policies & Procedures

College of Education Business Services

Human Resources
- Employee Appraisal Certification
- Faculty Request for Leave (Buy-out)
- Outside Employment
- Overtime Banking Agreements
- Reclassifications
- Salary Adjustment Requests
- Flexible Working Arrangements and Telework

APS/PBS Agreements - RETIRED September 1, 2018

Entertainment/OOEFs
- Entertainment/OOEF Policy
- Entertainment/OOEF Process

Travel
- Travel Policy
- Chair Travel Policy
- International Travel Policy
- Faculty Research Travel Policy

Travel Cash Advances
- Travel Cash Advance Process

Research Cash Advances
- Research Cash Advance Policy
- Research Cash Advance Request Process
- Research Cash Advance Reconciliation Process

Keys

Co-Sponsorships
- Co-Sponsorship Process

Certification of Accounts
- Certification of Accounts Process

US News & World Report Financial Data
- US News & World Report Financial Data Process
Allocation and Control of Financial Resources Policy

Workday transactions requiring prior approval