

**Table of Contents**

**1. Purpose ..... 2**  
**2. Authorization ..... 2**  
**3. Travel Expenses ..... 2**  
**4. Responsibility ..... 2**

## **J. Travel**

### **1. Purpose.**

**1.1 Policies.** This statement sets forth the policies for authorization of and payment for travel by Employees and Students.

**1.2 Establishment of Regulations.** The Administration shall establish regulations and procedures governing the authorization of travel, and payment for related expenses consistent with Board policies, applicable laws and regulations, and sound, equitable business, risk management, and accounting practices. All financial transactions shall be subject to Board policies regarding conflicts of interest.

**2. Authorization.** Employees and Students shall obtain authorization for University-related travel. Reimbursement for expenses associated with unauthorized travel may be reduced or disapproved.

**3. Travel Expenses.** Direct payment or reimbursement of some or all of an individual's University related travel expenses shall require substantiation of such expenses, usually in the form of the original invoice or receipt. It shall be the University's intention for the regulations to function as an "accountable plan."

### **4. Responsibility.**

**4.1 Employee and Student.** Each Employee or Student shall be responsible for following University policies, regulations, and procedures. Failure to do so shall subject the Employee or Student to disciplinary action.

**4.2 Vice President.** The Vice President for Administration and Treasurer shall be responsible for travel expense policy and related regulations.

This Space Intended to be Blank