

Subject: Travel  
Policy Number: T50  
Date: April 25, 2003  
Revised:

#### POLICY:

It is the policy of the School to provide travel funds consistent with budgetary limitations for scholarly and professional travel for faculty and staff, for representational travel.

#### PROCEDURE:

Before leaving for any University related travel faculty should provide the information necessary for completion of a Travel Authorization form in compliance with University policy. Even if the trip will involve no expense to the University, the authorization should be submitted for insurance purposes. The Dean's Administrative Assistant will prepare all travel authorizations for the Dean and Director's signature.

Request for travel reimbursement will be submitted within seven days after the trip. Original receipts and/or ticket stubs must be attached for all expenses, since photocopies are not acceptable for reimbursement purposes.

Airline tickets may be ordered through a travel agent and charged against the travel authorization (TA) number, provided ample time has elapsed for approval of the TA. This procedure will eliminate the need for cash outlay by the traveler.