

Subject: Travel

Policy Number: A2.65

Date: 8/23/96

Revised: 4/15/16

POLICY

It is the policy of the School to provide travel funds consistent with budgetary limitations for professional travel for faculty and staff, for representational travel, and for field and public service travel involving internships and services to libraries.

PROCEDURE

At least 2 weeks Before leaving for any University related travel, faculty should submit a Travel Authorization form to the Assistant to the Director 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 Assistant to the Director will prepare all travel authorizations for the Director's signature.

Request for travel reimbursement will be submitted as soon as possible after the trip. Original receipts and/or ticket stubs must be attached for all expenses; 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 not elapsed for approval of the TA. This procedure will eliminate the need for cash outlay by the traveler.