



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 10/92	Revision Date:	Page: 1 of 1
	Section:  TRAVEL		Classification Code:  07-01
	Subject:  TRAVEL POLICY		

GENERAL STATEMENT OF POLICY

The purpose of this policy is to provide fair and equitable travel reimbursement to both the traveler and the University and in conformance with applicable governmental guidelines and regulations.

The University will reimburse employees and non-employees for necessary and reasonable travel expenses incurred for authorized University business. Employees are responsible for complying with University travel policies and procedures and should exercise the same care in incurring University travel expenses as they would in personal travel.

This policy applies to all travel expenses regardless of the source of funds. When travel costs are to be funded by a sponsored project, the terms of the applicable award will take precedence if they are more restrictive than University policy. At their discretion, colleges, departments, or divisions may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than guidelines stated in this policy and its respective procedures.

The Vice President for Finance and Administration shall be responsible for developing operating procedures to implement this policy.