

General Travel Policy

TRAVEL AUTHORIZATIONS

**Note: this document contains excerpts from the policy as well as helpful information. For full reference, always refer to the full Travel Policy.*

I. General

This policy applies to the travel of all employees of the University in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at University expense. Departments may adopt more restrictive policies than those included in this document. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy and any approved exceptions hereto.

II. Travel Request

- A. Authorization - The travel authorization request is the official authorization for travel. Traveling to and from a business meeting or event is limited to one day each way before and after the event for domestic travel and two days for international trips. These dates must be reflected in the request. The request should be completed as far in advance of the trip as possible to allow for proper routing and approval. Approvals should include those for grant, foundation and agency funding.
- B. In-State Travel - All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.
- C. Out-of-State Travel. - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority. The authorization must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, estimated expenses, and availability of funds. If, in the normal course of official business, the employee must routinely travel into another state and back in the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions. This exception applies for trips which do not exceed 50 miles into another state. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.
- D. Out-of-Country/International Travel – Authorization for travel by an employee for all out-of-country/international travel shall be subject to approval by the employee's vice president, not the designees of the vice

president. Requests for authorization should reach the vice president's office fourteen (14) days before the date approval is needed. Copies of approved travel authorization forms out-of-country/international travel should be submitted to the provost's office where a central repository is maintained. Authorization for travel to all out-of-country/international travel by the president shall be subject to approval by the Chair of the Board of Trustees.

- E. When planning any trip abroad, check the travel advisories for the intended destination at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>. In some cases, the traveler will need to complete a Release of Liability and Hold Harmless Agreement and turn this in to the Office of University Counsel.