

Responsible Executive: Senior Vice President of University  
Finance and Business Services  
Responsible Office: Comptroller  
Effective Date: 07.01.2022  
Last Revised: 01.06.2023

Clear standards of allowable lodging expenses for individuals traveling on University business.

All units and departments that may authorize University business travel to individuals who travel to University business

Local Fiscal Oversight (LFO) designees of individuals who travel for University business

#### A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.



incurred for personal purposes and is considered avoidable.

\_\_\_\_\_: agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

\_\_\_\_\_: reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

\_\_\_\_\_: reviews all travel requests and verifies funding source (speedchart, sub\_dept, account codes) and determines and communicates any funding caps or limitations.

: ensure that only properly qualified

