

5.00.0 — Travel Policies and Procedures

This chapter describes the university's general travel policies and procedures. Specific procedures may vary by collective bargaining unit. All travel claims are subject to audit in the department of Accounts Payable. Travel claim audits are required to comply with established policy and procedures.

5.00.1 — Procedures

Departments are responsible for obtaining appropriate signatory approvals in advance to avoid delays in reimbursement to the traveler. Upon receipt of completed and approved travel claims, Accounts Payable will process reimbursements in a timely manner.

Travel claims are audited for appropriateness of expenses. Inappropriate or unnecessary expenses may be denied.