

5.01.0 — Travel In-State

Travel will be authorized only by the appropriate supervisor and in accordance with the following:

- When personal contact is the most efficient method of conducting university business.
- When the most economical method of transportation is selected in terms of direct expense to the university and employee time away from headquarters.
- When attendance at conferences or meetings is limited to persons immediately concerned with the topics to be discussed or the business to be transacted.
- When travel is scheduled so as to avoid backtracking and duplicate travel whenever possible.
- University cars should not be parked overnight at an airport unless there is no other practical and reasonable way of getting the employee to and from the airport.

It is the responsibility of the supervisor approving the Travel Expense Claim (Std. Form 262) to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed.