

System-wide Policy: BT0003 - Policy Statement on Travel	
Version: 2	Effective Date: 10/09/2009

**BOARD OF TRUSTEES
POLICY STATEMENT ON TRAVEL**

PURPOSE

The purpose of this policy is to establish broad principles governing travel by university employees.

GOVERNING PRINCIPLES

1. University administrative policies on travel shall be in compliance with any applicable state law and with this Board policy statement on travel.
2. Except in the case of direct billing authorized by this policy statement, the university shall pay travel expenses incurred by an employee only on a reimbursement basis and only upon submission of the written documentation required by university administrative policies on travel. Under no circumstances shall the university pay a credit card statement issued to an employee, even if the statement includes travel expenses incurred by the employee on university business. No exception may be made to this principle without prior approval of the Board of Trustees.
3. University administrative policies on travel may authorize direct billing to the university for: (1) expenses associated with group travel to a university event; (2) airfare and conference registrations for employees authorized to travel at university expense; and (3) other individuals authorized to travel at university expense.
4. The university will reimburse an employee only for standard coach airfare. No exception may be made to this principle without the prior approval of the state comptroller and then only in the event of an emergency.
5. Exceptions to university administrative policies on travel must be approved by the Chief Financial Officer or his or her designee; provided, however, that the following exceptions are subject to specific approvals that cannot be delegated: (1) exceptions for the Chief Financial Officer must be approved in writing by the President in advance of any reimbursement and reported to the Audit Committee at its next meeting; (2) exceptions for the President or employees in the President's office must be approved in writing by the Chief Financial Officer or the Chair of

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the Audit Committee in advance of any reimbursement and reported to the Audit Committee at its next meeting; and (3) exceptions for senior-level administrators must be approved in writing by the Chief Financial Officer in advance of any reimbursement and reported to the Audit Committee at its next meeting. The Chief Financial Officer and his or her designee are not authorized to approve any exception that would be contrary to state law.

History:

Adopted	06/24/2004
Revised	10/09/2009