

Travel Policy 3344-69-01 through 3344-69-10 (unofficial)

3344-69-01 Purpose.

The purpose of the university travel policy is to facilitate travel of faculty, staff and students by the most expedient means and at the most reasonable cost.

3344-69-02 Basic policy.

- (A) With prior approval, the university will pay all or a prearranged portion of reimbursable expenses for travel to attend an important meeting f

- (B) To request prepayment of conference registration fees, the traveler should submit a completed small order form or a purchase requisition (if the amount of the registration fee exceeds the maximum limit for a small order form), along with the original registration form and a copy of the registration form. Forward small order forms and purchase requisitions should be sent to purchasing serv

- (2) Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. The names of all persons traveling on the same trip and in the same vehicle must be listed in the designated section of the travel and expense report.
- (3) The mileage rate provided for in subparagraph (1) of this section is meant to cover all expenses incurred in using a privately owned vehicle for university business except those covered under subparagraph (1) of section (D).
- (4) ~~h~~

- (C) The travel approval and expense report should be completed and filed with the appropriate supervisor within two weeks of the travel completion date.
- (D) The travel approval and expense report must be signed by the traveler and the expenses approved in accordance with rule 3344-69-03 of the Administrative Code. The approvals received prior to the trip were intended only to authorize the tra