

Policy No. 410

Area: Finance

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

SUBJECT: Travel Rules, Regulations, and Guidelines

The purpose of this document is to provide for the following:

- A. Establishment and documentation of guidelines for all University travel.
- B. Identification of travel rules and regulations and authorizations.
- C. The reporting of proper expenditures incurred by faculty, staff, trustees and students on behalf of the University.
- D. The standardization and processing requirements of all Travel Expense Reports.

This policy applies to all University staff, faculty, trustees and students and compliance with this policy is mandatory. Deviations from this policy may constitute violations of the Ohio Revised Code and will be reported to the Vice President for Administration and Finance.

PROCEDURES:

Travel Procedures 410.1