FINANCE AND ADMINISTRATION - TRAVEL AND MEETINGS POLICY

BOT 7.3

Date of Last Update:

June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:

Office of General Counsel

POLICY STATEMENT

7.3 Travel and Meetings Policy

Expenditures and/or reimbursement for travel and meetings are authorized to the extent that they are necessary and reasonable and are on University business; and are subject to such limitations and documentation requirements as the president of the University may set. The Vice President of Finance and Administration shall publish current policy and the disbursing officer shall audit all claims and requests prior to payment.

The President may approve that the University provide a vehicle for use by an employee when appropriate. All limitations and requirements for use of such vehicles must be approved in advance.