

Travel (Andrews University Working Policy)

TRAVEL REIMBURSEMENT 2:764

The university reimburses employees for approved travel. Expenses associated with set costs such as convention registration fees or airline tickets may be charged directly to the appropriate travel account. Cash advances for variable travel expenses may be obtained from the treasurer's secretary on presentation of travel authorization. This is treated as a cash withdrawal from one's personal account. Approved travel expenses are reportable by the 25th of each month on the form provided. Reimbursement is made in accordance with instructions available at the treasurer's office. The ticket stub or copy for such expenses, including those charged directly to a travel account, should be attached to the travel expense report as voucher reference. Mileage costs are provided as reimbursement to an employee for use of a personal automobile on approved travel for the university at a rate determined annually in harmony with denominational policy. Charges for toll bridges, ferries, tunnels, and toll roads used on the most feasible route of travel may be reported in addition to the authorized mileage rate. Actual parking fees may also be reported. Approval of the expense report by the department head, dean, and the appropriate vice-president is required.

TRAVEL INSURANCE 2:768

Travel accident insurance is provided for university employees and spouses while traveling on university business.

TRAVEL ARRANGEMENTS: PROCEDURES 2:770

Travel is authorized for professional, public relations, or service purposes by the appropriate administrator within the available budget provided for such purposes. For faculty such travel is permitted in harmony with WP # 2:365. Expenses of travel are reimbursed only if the travel has been authorized in advance and reimbursement requires the signature of the supervising administrator(s). See WP # 2:764.