

Travel Expense Reimbursement Policy

Administration has reviewed the topic of university travel. Please review the following information:

International Travel: All International travel has been cancelled until further notice.

Tours: All tours have been cancelled and will not be budgeted for the 2021-2022 Fiscal year.

Employee Domestic Travel: Domestic travel outside of a 60-mile radius must receive prior approval in writing via e-mail from either the President, Provost or Vice President for Finance. The administrator will respond in writing via e-mail with a copy to Risk Management and Financial Records. The request is to include the following:

- Dates of Travel
- Location of Travel
- Purpose of Travel
- Means of Travel (Car/Train/Bus/Airplane)
- Names/Id#'s of the Individuals Traveling

Domestic Travel with Students: All Domestic travel regardless of distance must receive prior approval in writing via e-mail from either the President, Provost or Vice President for Finance. The administrator will respond in writing via e-mail with a copy to Risk Management and Financial Records. In addition, the request is to include the following:

- Dates of Travel
- Location of Travel
- Purpose of Travel
- Is the Trip a Requirement for the Class?
- Means of Travel (Car/Train/Bus/Airplane)
- Names/ID#'s of Employees
- How many Students

Note: Transportation is limited to 25% of capacity of vehicle. Multiple vehicles may be required to transport participants. Carpooling will not be permitted.

Note: All overnight trips involving students require the Tour/Travel and Risk management paperwork at least 30 days in advance. This means you must get administration's approval prior to starting the overnight paperwork process.

Any unauthorized travel exceeding 60 miles will not be reimbursed by Financial Records. Any non-approved travel on university credit cards will be charged to the employee's account.

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