

## 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 employee's vice president or academic dean. 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 employee's vice president or academic dean. 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 your administrator'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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