

3359-31-01 Introduction to travel on behalf of the university.

- (A) These rules are established pursuant to the authority of the board of trustees of the university of Akron and supersede any similar rules and regulations adopted previously. Notwithstanding any other provisions, the application of these rules shall apply to all colleges and departments, unless as otherwise provided for in this policy or by external regulations.
- (B) Travel expense includes all ordinary and necessary expenses incurred by the faculty and staff of the university of Akron while away from home and on an assignment consistent with the mission of the university. Some examples of these assignments are:
  - (1) Attendance at professional meetings, presentation of papers, or assignments which result in academic advancement.
  - (2) Field trips.
  - (3) Promotion of financial assistance, such as contracts, gifts, and grants.
  - (4) Field work in support of the development of off-campus programs.
  - (5) Personnel recruitment. However, this is not to be confused with inviting prospective employees to Akron which is the subject of another procedure.
  - (6) Student recruitment.
  - (7) Attendance at meetings of state or regional faculty organizations.
  - (8) Local mileage.
- (C) The person will be reimbursed for travel expense in full or in part, according to the authorization given prior to the trip. Expenses will qualify for reimbursement, however, only if they are ordinary and necessary. A premium paid for lavish or extravagant accommodations will not be honored, but will be considered a personal expense. The final determination of ordinary and necessary shall be within the reasonable discretion of the associate vice president/controller.

- (D) The intent of this procedure is to encourage the most efficient and economical means of travel for accomplishing the purpose of the trip; and to standardize the reporting and documentation of expenses.
- (E) This policy establishes certain minimum guidelines which must be followed. Department heads and budget managers must take full responsibility for expenses incurred by their units in order to assure maximum utilization of resources.

Departments may establish more stringent travel regulations which fall within this general policy. A traveler needs to be aware, therefore, of departmental policies.

- (F) Travel authorization.
  - (1) All travel, involving an overnight stay or an out-of-state destination for which reimbursement of expenses will be claimed, must be approved in advance of incurring any expense. Reimbursement for local mileage does not require a travel authorization. Approval shall be obtained from the university official responsible for administering the budget to which the expense will be charged. This will normally be the person's department head in the case of instructional personnel; or the appropriate director or department manager in the case of administrative personnel. If the person responsible for the budget is traveling, the authorization must be approved by a superior, or authorized designee of the superior. Approval should be requested on the university's standard travel authorization form. Fill-in version is available on the associate vice president/controller's web-site.
  - (2) The travel authorization form must show estimated amounts for transportation, lodging, meals, and other expenses.
  - (3) The type of reimbursement, full or partial, and the maximum expense to be reimbursed by the university, will be established at the time the travel authorization is approved. A copy of the travel authorization form does not have to be attached to the travel expense report sent to accounts payable. Vice presidents may establish their own procedures as to levels of approval and the

filing/retention of the travel authorization form within their division.

(G) Headquarters.

The headquarters is that office address at which the employee has the primary work assignment.

Effective: June 25, 2007

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Rule Amp.: 3359.01

Statutory Authority: 3359.01

Prior Effective Date: 1/30/81, 6/25/90, 11/20/96, 11/24/01; and 1/17/03