



Effective Date	Date of Revision
1-27-64	3-21-06

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Issue
TRAVEL POLICY

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University will reimburse University Employees for actual and/or reasonable expenses incurred while traveling or hosting in conjunction with University business. Reimbursement for such expenses will be made in accordance with University Travel Procedures.

Travel by privately owned, leased, or chartered aircraft (other than commercial) in conduct of University business is prohibited unless expressly authorized in advance by the Vice President for Business and Finance.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Travel at University expense must be pre-approved by the traveler's supervisor and Divisional Vice President or his/her respective designee. The University President shall be excluded from the approval process as his/her travel is covered in their employment contract with the Board of Regents on behalf of the University.
2. Employees authorized to travel at University expense are required to do so in accordance with official University Travel Procedures.
3. When travel is funded by a sponsored agreement (i.e., grant, contract, etc), the use of travel funds will be governed by the more restrictive of either the sponsored agreement or University policy.

RESPONSIBILITY FOR IMPLEMENTATION: The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation of this policy.

SCOPE OF POLICY COVERAGE:

The Travel Policy applies to all University employees who incur travel and/or hosting expenses in conjunction with University activities.