

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 24
DATE: October 7, 2014

**RECOMMENDATION
TO APPROVE REVISED TRAVEL POLICY**

ACTION REQUESTED

It is recommended that Board of Regents Policy 11.4.1 Travel Policy be amended in accordance with the attached document.

STAFF SUMMARY

The recommended changes to the Travel Policy include updating of employee titles and changes to the travel approval process to reflect current practice. Specifically, domestic travel will require supervisory approval only if it includes an overnight stay. International travel will always require supervisor and vice president approval. The revised policy will be equally applicable to the President.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer
Gloria A. Hage

Date



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Policies, Rules and Regulations
Chapter Name: Business and Financial Operations
Chapter No. 11.4.1
Issue: Travel Policy
Effective Date: 1-27-64
Revision Date: 3-21-06

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 the IRS Accountable Plan, Treasury Regulations and the with University Travel Procedures, and upon appropriate verification of a business rationale for the expenses. 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, Chief Financial Officer.

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UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. Overnight domestic Travel at University expense must be pre-approved by the traveler's supervisor. International travel must be pre-approved by the traveler's supervisor AND and the Divisional Vice President or his/her respective designee.
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, Chief Financial Officer 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, except the President, who incur travel and/or hosting expenses in conjunction with University activities. The President will be reimbursed for travel according to the terms of his contract.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 27, 1964, para. .12M.
Minutes of the Board of Regents, December 18, 1985, para. .3211M.
Minutes of the Board of Regents, September 22, 1992, para. .4600M.
Minutes of the Board of Regents, March 21, 2006, para. .6599M.



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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 Chief Financial Officer 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.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 27, 1964, para. .12M.

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