

TITLE: Travel as a University Employee
AUTHOR: Director of University Accounting
APPROVAL DATE: April 4, 2016
EFFECTIVE DATE: April 4, 2016
PURPOSE: To provide policy regarding travel as a university employee.
REVIEWER AND REVIEW DATE: Director of University Accounting
Fall 2021 and every five years thereafter
OPERATING DETAILS:

In keeping with State Statute (Section 25-3-41) of Mississippi Code of 1972, Annotated, Mississippi University for Women as a State Institution, will make reimbursement to any officer or employee who is required to travel in the discharge of official duties to the extent of actual, ordinary and necessary costs incurred within those limitations imposed by state law, contractual agreements, or the administrative policies of the University. Policies and procedures are located at the University Accounting website.

The procedures should be read and must be followed by anyone traveling at the University's expense. The procedures contain pertinent information as well as forms to be used when traveling. This policy covers all University related travel within the state, out-of-state and outside the continental United States.

Revised: 4/25/01, 11/28/05 (Editorial Changes), 4/4/16
Reviewed: March 2003