

Travel Procedures and Policy

Travel is funded only with prior approval of the Department Chair **and the relevant Dean or Vice President (depending on the funding source)**. Ordinarily, a call for travel proposals is sent to faculty early in fall semester. Proposals for departmental funding are reviewed by the Policy and Personnel Committee, which recommends priorities to the Department Chair based on the Travel Funding Policy document (see page 104). Faculty are also encouraged to explore other funding sources for travel.

Travel requires submitting a travel authorization both before, saving documentation, and filing a reimbursement request after travel, with the relevant documents. The process is outlined below.

Authorization

Before one travels, filing a Travel Authorization allows you to request a travel advance, if the travel is being funded by the university, and ensures that your travel has been approved as an expense that may be reimbursed, up to established limits. The university has no obligation to reimburse you for unauthorized travel, whatever its purpose.

Travel authorization begins with your providing information to the department Administrative Assistant, who creates the request in the online travel system and routes it to the appropriate approvers. Please do not submit a travel approval on your own in the travel system as this can create major errors and budgetary issues for the department down the road. At stages in the process you may receive e-mails within which you can then approve the submissions.

Documentation

While traveling, save all receipts and documentation of economy class (boarding passes or itinerary) for air travel, ground travel, lodging, parking, registration fees, and gasoline.

If you are traveling to a conference, the ISU travel office also requires a copy to the full conference program (a link to the online program will suffice or scans of a shorter program). This is especially important if you are claiming meals. Be sure to indicate what the registration fee covered, including whether any meals were included.

Reimbursement

It is important to file a reimbursement request as soon after returning from a trip as is possible and definitely within a ten-day window. This is important throughout the year, but it is of paramount importance at the end of the fiscal year (travel in late May or June). As with the

authorization, a reimbursement request is created by the Administrative Assistant using information provided by the traveler.

All travel policy and information needed for providing documentation is available on the ISU website at:

<https://www.isu.edu/media/libraries/isu-policies-and-procedures/finance/University-Business-Travel-ISUPP-2000.pdf>