

TRAVEL POLICY

University employees (*faculty, administrative and classified staff*) who travel off-campus on university business, including to professional meetings and conferences, may be reimbursed in part or in full depending upon departmental policies and available funds. Unit budget administrators are responsible for approving travel expenses for their employees. Other administrators may also be asked to review and approve expenditures prior to reimbursement. Regulations on reimbursement for transportation, meals, accommodations, registration fees, etc., are explained in the Business Procedures Manual. For further clarification, the employee or supervisor may contact the Business Office. Transportation fares through travel agencies, on-line sources, and registrations in excess of \$50.00 may be reimbursed in advance. A complete copy of the BGSU Travel Expense Report form must be submitted to the Business Office in order to receive reimbursement. The Travel Expense Report form may be found at <http://www.bgsu.edu/offices/business/>.

All employees who travel on University business are covered by a \$50,000 individual life insurance policy in the event of accidental death or dismemberment while traveling.

Additional information on the Travel Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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