



Policy Number: III.10  
Policy Level: Operating Policy  
Originally Issued: January 7, 2014  
Reviewed: November 10, 2017  
Reviewed: January 15, 2021  
Revised: April 8, 2024  
Policy Owner: VP for Financial Affairs  
Policy Implementation: VP for Financial Affairs,  
Assistant VP for Finance/Business Manager

## **Travel for University Business**

### **I. Policy Statement and Purpose**

Travel on official business of the University should ensure that travel expenses are for valid University business-related purposes only, are in compliance with other applicable University policies and procedures, and are a prudent use of public and University funds.

This policy is based on Alabama law and Internal Revenue Service regulations as they may be revised, and covers University employees, students and others who may travel on approved, official University business. Detailed guidelines and procedures are maintained in the Office for Financial Affairs Practices and Procedures Manual.

### **II. Travel Planning**

All official University travel must be prudently planned so that the best interests of the University are served at the most reasonable cost. Anyone traveling at the University's expense shall exercise the same economy that a practical person would exercise when traveling on personal business; i.e., obtain the lowest possible fares and rates by scheduling the travel in the manner that will be most economical. Costs deemed to be excessive or unjustifiable by the Office of Financial Affairs will not be reimbursed.

### **III. Use of University Vehicles for Travel**

Drivers must have a valid driver's license appropriate for the vehicle being driven and, if necessary for insurance purposes, may be asked to provide additional information to the University or its insurance carrier.

### **IV. Authorization for Travel**

The President must approve or designate approval of all in-state and out-of-state travel for institutional employees and students traveling on institutional business and institutional-related activities. Prior to traveling, approval to be away from campus must be obtained in accordance with established procedures. Reimbursement for authorized travel shall be made in accordance with applicable state laws and University guidelines.



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## **V. Responsibility for this Operating Policy**

### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Vice President for Financial Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice President for Financial Affairs and the Assistant VP for Finance/Business Manager.