



DATE ISSUE
8/3/98

REVISION
4

PAGE
B2-130.0

**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

SUBJECT

TRAVEL

SUB-TOPIC

ECONOMY AND EFFICIENCY OF TRAVEL

The administrative officer of each department is responsible for seeing that travel is conducted so as to achieve maximum economy and efficiency within the guidelines set forth in this section and for assuring duplicate travel vouchers are not submitted. Should an employee receive an overpayment for travel expenses, he/she is to reimburse the University for such overpayment immediately. (See B2-200.0.)

Employees who must remain at their duty point (i.e., Saturday night stay) in order to qualify for low airfares may be reimbursed for their additional meals, lodging, rental cars, parking and other reimbursable expenses, so long as the savings incurred by the lower airfare exceeds the additional per diem expenses.