



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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4**

**PAGE  
B2-260.0.1**

SUBJECT

**TRAVEL**

SUB-TOPIC

**PROSPECTIVE EMPLOYEES, Continued**

2. The ticket can be forwarded to the prospective employee via Airborne Express by the travel agency at no cost to the University. The ticket cannot be restricted using this method unless the airline has placed restrictions on the ticket. If the prospective employee decides to cash in or alter the ticket, the department will be responsible for collection from the prospective employee.

**C. Travel Reimbursement**

Travel reimbursement for prospective employees is subject to the same policies that govern reimbursement for University employees. A Travel Voucher must be completed (Exhibit B2) with appropriate receipts; i.e., airline ticket, lodging, etc. If receipts are not available, the prospective employee must follow the same regulations which govern University employees (see B2-190.0).