



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
2**

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SUBJECT

Travel

SUB-TOPIC

GENERAL POLICY, Continued

accuracy, completeness, and expediency with which travel vouchers are submitted at the conclusion of a trip.

It is the responsibility of every employee to ensure travel regulations are followed and that all information relevant to travel reimbursement is presented accurately and in a true manner.