



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE

An employee traveling to conduct official University business by rented or public transportation is entitled to a transportation allowance equal to the actual cost of the necessary transportation to perform the official business.

A detailed list of **all claims** for rented or public transportation must be shown on the Travel Voucher under "Record of Transportation and Duties Performed." This includes all expenses incidental to the use of rental automobiles.

EXCEPTION: Personal auto insurance is not reimbursable.