



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

TRAVEL

SUB-TOPIC

REIMBURSEMENT/NON-REIMBURSEMENT FOR OTHER TRAVEL EXPENSES, Continued

is one (no abbreviations), with justification statement explaining the necessity of paying the fee in advance.

2) Dates of meeting.

3) Amount of registration fee and for whom it is being paid.

Usually there is a registration form to be filled out and sent with the University check.

4) Include Vendor's Tax ID# when using a state account.

c. Retain backup material for all of the above and attach to the voucher.

It is the responsibility of the employee to obtain refunds in the event the trip to the meeting is canceled. Reimbursement will not be allowed unless the employee, or another employee designated by the department head, attends the meeting.

- 2. Membership Fees and Dues** - Memberships in professional organizations must be in the name of the University and require written approval from the President or his designee prior to payment. Reimbursement for membership fees and dues in professional organizations will be made if there is a direct relationship between the duties performed by the employee and the organization. **Receipts are required, with a justification statement explaining the necessity of paying the membership fee.**

B. Other Reimbursable Travel Expenses

An employee may receive reimbursement for other travel expenses incurred in the performance of official travel, which includes but is not limited to:

1. Phone calls for official business local and long distance.
2. Money orders used for official business.
3. Gasoline for rental or state-owned vehicles.
4. Parking fees for personal vehicles, rental or state-owned vehicles.
5. Toll charges for rental or state-owned vehicles.
6. Repair parts and labor plus towing charges to repair state vehicles.