



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
3**

**PAGE
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SUBJECT

TRAVEL

SUB-TOPIC

AUDITING OF TRAVEL

Each Travel Authorization form (travel request) and each Travel Voucher and other required forms will be audited by the UTD Procurement Management Office. Any form submitted which does not satisfy the requirements and regulations set forth in this section will be returned to the appropriate department or claimant with an explanation on a Business Office Memorandum (Exhibit B8) indicating items or discrepancies in need of completion or correction.