



Date Issued: October 2012	Policy Number:  218
Revised: September 2016	
Section: Human Resources	
Subject: Travel Request Policy	

## Travel Request Policy:

Professional Development is highly encouraged for all employees of Dining Services. As a matter of policy, all travel should be budgeted for (some exceptions exist) and must be pre-approved by the immediate supervisor as well as the Executive Director. All travel requests, even when simply requesting a motor pool vehicle, are to be completed by the Transaction Center after receiving them thru Service Now. As a general rule, employees should not utilize their personal vehicles for travel on university business. You will be given copies of all pertinent travel information once your Travel Authorization has been processed; your TA will also help simplify the process of Travel Reimbursement after the trip.

After travel, you must have itemized receipts for all expenses you want reimbursed. Most reimbursable expenses include travel, food, lodging, and baggage. Expenses that *will not* be reimbursed include alcohol, souvenirs, and entertainment outside of the conference. All itemized receipts should be turned into the Dining Services Executive Assistant to be submitted thru Service Now for the Transaction Center. No meals reimbursed for travel less than 12 hours.

Do not use your p-card for individual meals as part of travel, taxi rides, parking fees, etc. P-Cards used for meals fall under the regular Meals and Entertainment P-Card Policies.

Please see USU Policy Number 515 for more detailed travel rules.

## Procedure:

1. Complete the 'Travel Request Form' (policy 218a). All Travel Request Forms must be approved (signed) by the immediate supervisor first and then by the Executive Director.
2. When flying, each person traveling must fill out a separate form. It is imperative that the **entire legal name is listed on the form as well as the birthdate.**
3. The completed 'Travel Request Form' will be submitted to the Executive Assistant by the Executive Director.
4. After the request has been approved, all travel details (excluding registration) will be coordinated through the Transaction Center by the Executive Assistant. Travel details will be emailed to all travelers involved by the Transaction Center.
5. If attending a conference or other event requiring registration, you are required to register yourself thru the website utilizing the appropriate p-card.
6. Upon returning, all Reimbursements must be submitted to the Executive Assistant within 60 days of the return date. Any reimbursements turned in later than 60 days become taxable to the traveler. **DO NOT DELAY IN TURNING IN RECEIPTS.** If you have no Reimbursements, contact the Executive Assistant to close out your reimbursement.