

Authorization for Out-of-State Travel

FIN-TRV-1.0



About This Policy

Effective Date:

10-01-1990

Last Updated:

10-01-1990

Responsible University Office:

Travel Management Services

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

Melonee Bristoe**Director of Travel****Travel Management Services**mbristoe@iu.edu

Related Information

* [Travel Management Services](#)

Scope

Policy Statement

Reason For Policy

Procedure

Definitions

History

[Back to top](#) ↗

Scope

-

[Back to top](#) ↗

Policy Statement

Indiana University employee travel is governed by rules and regulations established by the Indiana State Legislature and the State Budget Agency.

[Back to top](#) ↗

Reason For Policy

To provide guidance on requesting authority to travel.

[Back to top](#) ↗

Procedure

Authorization to travel out-of-state on official university business will be obtained by submitting an approved department authorization form at the departmental level for each trip taken outside the State of Indiana. The traveler completes a department authorization form and gets appropriate signatures from Fiscal Officers. Departments will issue department request numbers and will monitor travel authorizations at the department level.

[Back to top ↗](#)

Definitions

A "university traveler" is defined as an employee or student traveling whose travel costs will be reimbursed from university administered funds.

[Back to top ↗](#)

History

This policy was established on October 1, 1990.