

UW REGULATION 3-177
University Travel and Reimbursement Policy for Employees

I. PURPOSE

To establish policies and procedures governing the University Travel and Reimbursement Policy.

II. PRESIDENT AND DESIGNEE

University Officers, as defined in UW Regulation 1-1, or their designees, shall approve travel and travel reimbursements in accordance with this Regulation and the Travel and Reimbursement Policy.

III. GENERAL POLICY

The Travel and Reimbursement Policy applies to all travelers, whether they are employees, students or other individuals performing official University travel. . Authorization of travel and commitment to pay travel expenses must be made by the University Officer immediately responsible for expenditures from the funds which support travel costs. The availability of funds for travel may limit the amount of travel which may be authorized. As a general policy, travelers are entitled to reimbursement for reasonable costs that are incurred incident to performing official travel.

IV. THE TRAVEL AND REIMBURSEMENT POLICY

The Vice President for Administration shall establish and maintain the Travel and Reimbursement Policy.

V. REVISION, APPROVAL, AND EFFECTIVE DATE

The Travel and Reimbursement Policy shall be revised as determined by the Vice President for Administration. Any revisions to the Travel and Reimbursement Policy shall become effective from the date of their approval by the Vice President for Administration.

VI. DISTRIBUTION/NOTIFICATION

The Travel and Reimbursement Policy shall be published and distributed by the Associate Vice President for Fiscal Administration, and shall be available through the University's electronic information system.

Source:

University Regulation 177, Revision 8; adopted 9/12/08 Board of Trustees meeting
Revisions adopted 9/12/14 Board of Trustees meeting