

Authorization for Out-of-State Travel

FIN-TRV-1.0



About This Policy

Effective Date:

10-01-1990

Last Updated:

11-18-2016

Responsible University Office:

Travel Management Services

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

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Related Information

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Scope

All Indiana University units and employees.

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Policy Statement

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

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Reason For Policy

To provide guidance on requesting authority to travel.

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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.

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Definitions

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

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History

This policy was established on October 1, 1990.

Revised to add scope November 2016.