

## 640 FACULTY/ STAFF TRAVEL

*Policy 640 was approved by the ISU Board of Trustees on December 3, 2004.*

**640.1 Overview.** Indiana State University enables employees of the University to be reimbursed for actual and necessary travel and other expenses incurred while on official business, if approved by the University. Persons who travel on University business are encouraged to incur the lowest practical and reasonable expense while still traveling in an efficient and timely manner. Those traveling on University business are expected to avoid impropriety, or the appearance of impropriety, in any travel expense. They must conduct University business with integrity, and in compliance with University travel guidelines and procedures.

**640.1.1 University Travel Guidelines.** The University travel guidelines and procedures can be found at <http://www.indstate.edu/controller/finance/trav-bud/home.html>. These guidelines are approved with action of the University Board of Trustees on December 3, 2004, and periodically revisited to ensure consistency with various tax laws and regulations.

*Last revised February 1, 2011*