



**3344-69-02 Basic policy.**

- (A) With prior approval, the university will pay all or a prearranged portion of reimbursable expenses for travel to attend an important meeting for one or more of the following purposes:
  - (1) To represent the university on official business;
  - (2) To present a professional paper;
  - (3) To chair a national or regional committee meeting; or
  - (4) To participate in professional development activities.
  
- (B) This policy applies to all university travel regardless of the source of funding.
  
- (C) Reimbursements for travel outside the USA will be made at the appropriate US currency rate of exchange.

**Policy Name:** Basic Policy.  
**Policy Number:** 3344-69-02  
**Board Approved:** 11/7/2012  
**Effective:** 8/20/2015