

3344-16-10 Travel expenses.

- (A) Within budgetary limitations, CSU shall reimburse faculty for travel expenses incurred in:
- (1) Attending professional conferences and meetings;
 - (2) Attending programs involving faculty development;
 - (3) Conducting research and other scholarly activities away from campus; and
 - (4) Conducting official university business.
- (B) Application for travel funds shall be made as early as possible to the department chair or dean's designee, who may authorize such funds. A request for reimbursement shall be supported by original sales slips, invoices or receipts, and shall be submitted on the proper university form. Faculty shall comply with all university rules and regulations in regards to reimbursement. At the beginning of the academic year, each dean shall inform all college faculty of the amount of travel money available to each faculty member for the coming year, and shall describe how any additional travel money will be distributed, including procedures for applying for this additional money and the criteria that will be used in distributing these funds.

Policy Name: Travel expenses.

Policy Number: 3344-16-10

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Effective: 4/20/2014

Replaces: N/A

Prior effective dates: N/A