

**EAST CENTRAL UNIVERSITY
OVERNIGHT TRAVEL REQUEST**

Procedures

July, 2005

Travel is a significant activity in higher education, both in terms of day-to-day job performance and for programmatic and continuing training purposes. Travel, especially overnight travel, is also often times highly scrutinized to ensure that public dollars are spent in full compliance with laws, regulations, Board directives and University guidelines.

East Central University faculty and staff consistently practice appropriate judgment and provide adequate travel documentation. In order to ensure consistent continuation of exemplary practices and to incrementally improve the documentation of the process, the procedures for overnight travel, listed below, shall be followed.

1. The Overnight Travel Request form shall be completed prior to any overnight travel. The form should be completed as soon as the information is available in advance of the overnight travel.
2. Minimal documentation must be attached to support the request. For example, a conference brochure or flier, excerpts of federal or state regulations authorizing the travel, or other appropriate external sources of information should be submitted as applicable. In some cases, simply stating the purpose, such as “student recruitment” may be adequate.
3. Forms must be dated and signed by the person requesting the travel, the immediate supervisor and the budget supervisor.
4. A copy of the form should be forwarded to the Business Office with the travel reimbursement claim as in the past. The form will be reviewed in the Business Office and apparent violations will be reported to the appropriate Vice President.
5. If circumstances prohibit the completion of this form prior to the overnight travel, submit a brief memo explaining why the form could not be completed in advance and have it reviewed and signed by the appropriate Vice President or the Athletic Director. Do not complete the form after the travel has occurred.

This procedure will not change the travel claim documentation requirements and process subsequent to the overnight travel. This procedure does not include pre-approval for trips that do not require overnight travel. Pre-approval for “day-travel” is not required by the Business Office but may be required by your Vice President and/or Department Head at their discretion.

