



**3344-69-03 Authorization of travel.**

To obtain authorization for travel for which reimbursement is expected, the top portion of the travel approval and expense report must be completed indicating the purpose, date, and duration of the trip, estimated total expense, portion to be paid by the university, and bear the appropriate supervisory approval signature.

**Policy Name:** Authorization of travel.  
**Policy Number:** 3344-69-03  
**Board Approved:** 11/7/2012  
**Effective:** 8/20/2015