

UNIVERSITY TRAVEL - EMPLOYEE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF FINANCIAL OFFICER

RESPONSIBLE OFFICE: COMPTROLLER

EFFECTIVE DATE: 7/1/2013

NEXT REVIEW DATE: 7/1/2017

SUPERSEDES POLICY DATED:

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

For any overnight travel, a travel request should be filed prior to the trip and prior to filing an expense report.

For daytime only travel, a travel request is not needed, so only an expense report should be filed.

Links to forms and other relevant information, such as the following can be found on the Comptroller website: <https://inside.nku.edu/comptroller/travel/employee.html>

- Travel Request: <https://inside.nku.edu/comptroller/travel/request.html>
- Daytime Travel: <https://inside.nku.edu/comptroller/travel/daytime.html>
- Overnight Travel: <https://inside.nku.edu/comptroller/travel/overnight.html>
- Out of Country: <https://inside.nku.edu/comptroller/travel/country.html>
- Mileage Reimbursement Rate: <https://inside.nku.edu/comptroller/travel/mileage.html>
- Travel FAQ: <https://inside.nku.edu/comptroller/travel/faq.html>
- Frequently Traveled Areas: <https://inside.nku.edu/comptroller/travel/traveledareas.html>

II. ENTITIES AFFECTED

Faculty and Staff

III. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Mileage expense report: The mileage expense report should be used when claiming multiple mileage trips over each quarter. Please see the report for instructions:

<https://inside.nku.edu/comptroller/travel/employee.html>

AAA/Concur Travel: The preferred travel agent of Northern Kentucky University is AAA. Online reservations can be made through Concur. See the Comptroller's website for further information:

<https://inside.nku.edu/comptroller/travel/employee.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Formatting/Updates <ul style="list-style-type: none">• Updated broken links and outdated verbiage• Edited for grammar and clarity	August 27, 2019 (editorial)
Policy	July 1, 2013