



Ohio Administrative Code

Rule 3356-3-05 Travel on behalf of the university.

Effective: October 11, 2019

(A) Policy statement. The board of trustees authorizes the office of finance and administration to establish university travel guidelines for the expenditure of university funds for travel expenses incurred during the performance of official university business.

(B) Purpose. The purpose of the university travel guidelines is to facilitate official university travel by university faculty, staff, students, candidates, and other nonemployees at the lowest practical and reasonable cost and by the most expedient means.

(C) Parameters.

(1) Official university travel is travel in furtherance of assignment and consistent with the mission of the university; travel from place of residence to work is not.

(2) Allowable travel expenses include all ordinary and necessary expenses incurred in furtherance of assignment consistent with the mission of the university.

(3) With appropriate approval, allowable expenses may be reimbursed for those individuals representing the university on official business.

(4) Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.

(5) Information regarding university travel is available in written and electronic form on the YSU website.
